

**Sanako Study**

# **TECHNICAL GUIDE**

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This document covers Sanako Study v. 7.00

Document date 30.5.2013

1871740-13150



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# ABOUT SANAKO STUDY

## STUDY APPLICATIONS

### **SANAKO STUDY TUTOR APPLICATION**

Teachers use the Study Tutor application, which is the main interface to the Study system. The Tutor application allows teachers to instruct with the Study system and to control the classroom computers.

### **SANAKO STUDY STUDENT APPLICATION**

The Study Student application is installed onto all student computers. Study Student connects to Study Server at system startup and runs in the background listening for commands from Study Tutor. Students can open the student interface to work independently, however, teachers are able to control student computers, regardless of whether the Student application is visible on student screens or not.

### **SANAKO STUDY SERVER**

The Study Server application is the information center of the Sanako Study system and both the Tutor and Student components automatically connect to it. All system data is passed through Study Server and it allows communication between the Tutor and Student components.

We recommend using classroom specific server computers, commonly the teacher computer in each class, with individual classroom names.

However, you may also use a shared license server for multiple classrooms. Please note that in this case the shared license server must be running in order to use any of the classrooms.

## STUDY LICENSES

Instead of a printed product license, Sanako Study customers receive a license activation token by email. The token is entered during Study Server software installation to activate the software license. However, the activation process requires that you have an active Internet connection.

We also recommend all customers to register and create a user account on the Sanako registration portal in order to ensure that they will receive all product updates according to their software maintenance agreement. The registration can be done anytime. Once you have completed the registration process, you will receive your user account information by email. The address for the registration portal is:

<http://registration.sanako.com/tokens/en-US/Account/Registration>

In case the computer where you are installing Study Server software does not have an Internet connection, you may complete an alternative offline activation process in order to finalize your installation.

## STUDY CLASSROOMS

Sanako Study uses virtual 'classrooms' to bring together both teacher and student computers into the same learning space. Each teacher and student computer is assigned a 'classroom name' during installation. When teachers begin a learning session, they will get to select which student computers to include from all the computers in their 'classroom'.

# REQUIREMENTS

## AS PER THE REQUIREMENTS FOR THE MICROSOFT® WINDOWS® XP, WINDOWS VISTA OR WINDOWS 7 OPERATING SYSTEM

- Microsoft® Windows® XP, Windows Vista, Windows 7, or Windows 8 operating system
- Microsoft .NET Framework® 2.0 SP2, Microsoft .NET Framework 3.0 SP2 or Microsoft .NET Framework 3.5 SP1
- DirectX 9.0c or higher
- 1.5 GHz processor
- 1 GB of system memory, 2 GB recommended for Tutor PC
- 100 MB of free disk space for installation \*
- 1024\*768 display resolution with 16-bit colors
- AC97 or HDA compatible sound card
- Network Adapter, TCP/IP support required
- PC Headset – recommended Sanako models to ensure high quality audio
- QuickTime® 7.0.3 or later is required for displaying certain file types and for the Sanako Study Video Live Module
- Internet access during Server component installation\*\*

\*) The amount of free disk space required during the use of Study 1200 varies primarily according to the use of the recording functionality - longer recording times require more disk space.

\*\*\*) If there is no Internet connection on the Server computer, you may perform an offline activation process. Instructions for offline can be found later in this guide.

**Note:** It is mandatory for proper operation of the lab that hibernation and switch user NOT be used under any circumstances. If they are then the system must be rebooted to restore full functionality.

**Note:** Actual requirements may vary based on your system configuration. It is essential to make sure that the operating system runs smoothly on each computer where a Study Tutor or Student application will be installed.

## NETWORK REQUIREMENTS

The following requirements should be met by the network.

- Multicast must be enabled in the network.
- All computers must be in the same TCP/IP sub-net in order to allow multicast transfer of screen and audio to students
- It is recommended that all workstations within a room are connected to the same network switch with support for multicast transmission
- Student and teacher workstations need to be able to PING each other and the Study Server with TCP/IP packets
- If the computers have multiple network adapters, the adapter used by Sanako Study must be bound first, because Windows operating systems send multicast data to the first adapter
- In LAN minimum of 100Mbps speed or greater dedicated to each workstation. For Wi-Fi implementations, please refer to the Sanako Wi-Fi Deployment Guide found on the installation DVD for requirements and suitable wireless hardware
- For optimum performance in file operations, we recommend using a file server for storing media files and collected student recordings. However, the teacher computer may be used for file operations if a separate file server is not available.
  - Teacher and students should have unrestricted access to the server
  - Schools may use an existing server with Linux, Windows NT or Windows Server operating system
  - A NAS (Network Attached Storage) server may also be used



## FIREWALL SETTINGS

Sanako Study adds required Windows firewall exceptions automatically during installation.

If a non-Windows firewall is used please verify that the following programs have been added to the firewall exceptions list.

- Tutor.exe (Tutor computer)
- Student.exe (Student computers)
- StudyServer.exe (on computer with Study Server software)

The default TCP ports used by Sanako are:

- Port 5060 for audio packets
- Port 15525 for screen packets
- Port 15535 for remote control data
- Ports 6310, 6311 and 6312 for Study Server operations

## NOTES ON DISK SPACE

The amount of hard disk space required for the storage of digitized files depends on how much material will be made available to the students at any one time and how much work the students are likely to save to their own area. Disk quota sizes usually vary between 20 and 50MB per student.

However, students using Study 1200 typically require a disk quota of 100MB minimum to allow them to save work during class for self-study reinforcement.

A typical MP3 audio file size (default setting in Study 1200) is approximately 1MB per minute.

Therefore, a typical 160GB hard disk drive would allow for the saving of approximately 2600 hours of audio.

In order to ensure that this information can be delivered to all the student desktops simultaneously (i.e. smooth video and audio playback) Sanako strongly recommends the use of hardware RAID controllers on the server or the use of Network Attached Storage (NAS) devices.

Sanako also recommends that you take regular data backups. The use of a CD/DVD writer is also recommended to save student oral recordings and/or source material that are infrequently used. When this material is required it can be copied to the server from the CD archive.

# INSTALLATION

At the time of installation, the installer needs to have Local Administrator user rights. Please note that in some configurations, Domain Administrator rights are not enough to install applications.

Computers where Study is installed must have a suitable way to access Sanako installation media. This can be e.g. a DVD-drive, a USB port which supports USB memory keys or access to a network location where Study installation files are placed.

## SOFTWARE COMPONENTS

The following software components are always installed in all Study installations:

- **Sanako Study Tutor software**  
Installed on teacher computer
- **Sanako Study Server software**  
Installed on either server or teacher computer
- **Sanako Study Student software**  
Installed on student computers

We recommend using classroom specific server computers, commonly the teacher computer in each class, with individual classroom names.

However, you may also use a shared license server for multiple classrooms. Please note that in this case the shared license server must be running in order to use any of the classrooms.

## RECOMMENDED INSTALLATION ORDER

We recommend that the different components are installed in the following order:

1. Sanako Study Server software (on server or tutor computer)

2. Sanako Study Tutor software (on tutor computer)
3. Sanako Study Student software (on student computers)

## INSTALLATION INSTRUCTIONS

### STUDY SERVER SOFTWARE INSTALLATION

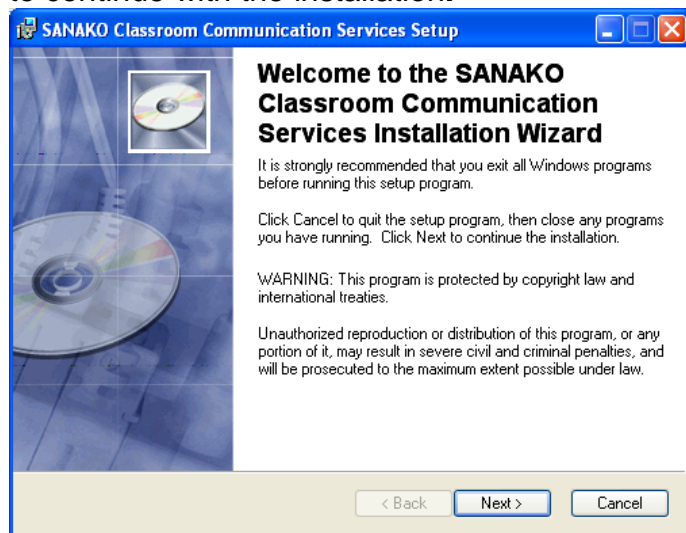
Follow the installation instructions below to install the Study Server software.

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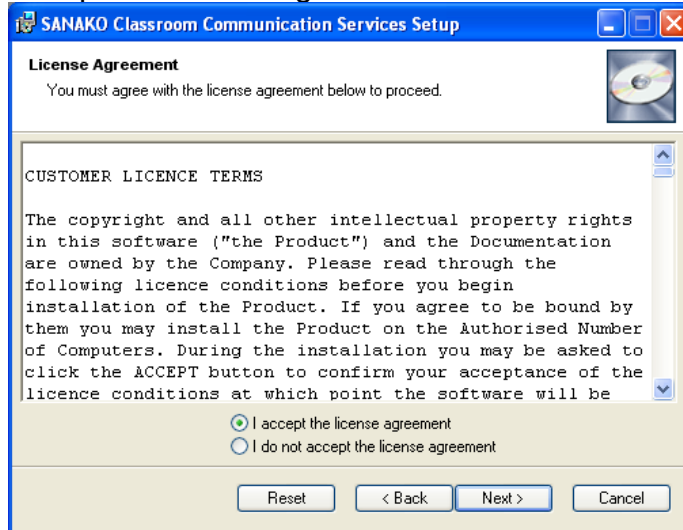
**Note:** Study Server installation requires an Internet connection. If the server computer does not have an Internet connection, you may complete an alternative offline activation procedure. Instructions for this can be found towards the end of this guide.

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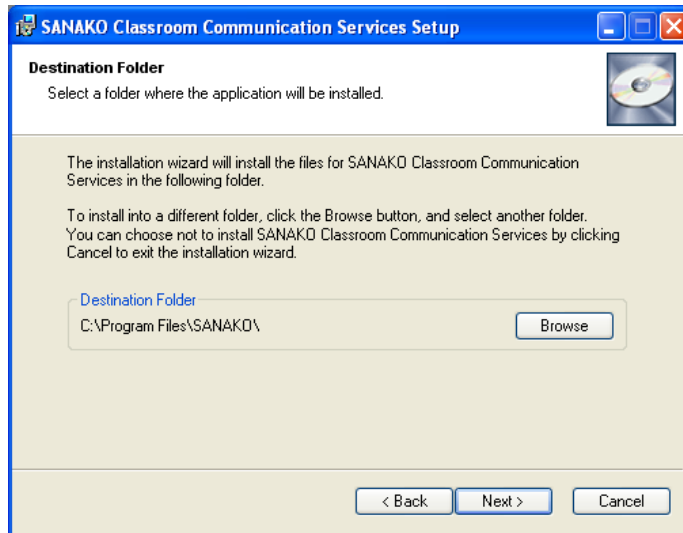
1. Select Sanako Study Server software in the Installation CD menu to start the installation program.
2. Exit any other programs you have open and click **Next** to continue with the installation.



3. Accept the license agreement and click **Next**.



4. Select a suitable installation folder and click **Next**.



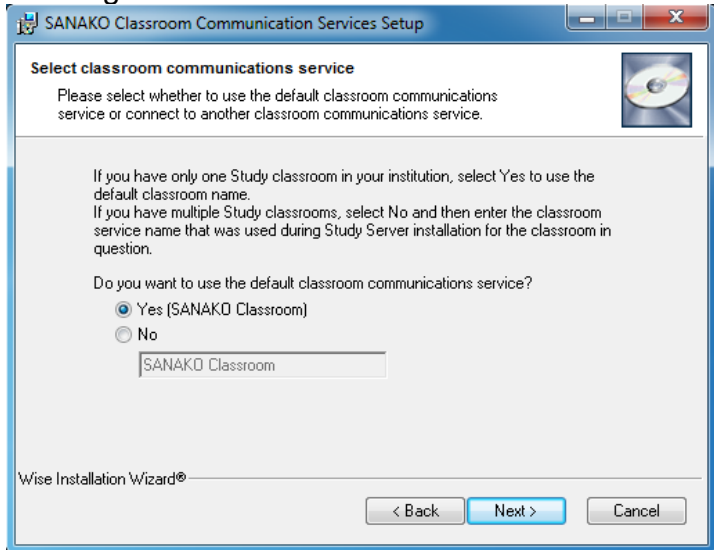
5. Select a classroom name.

If you will have only one Study classroom, select **Yes** to use the default classroom name.

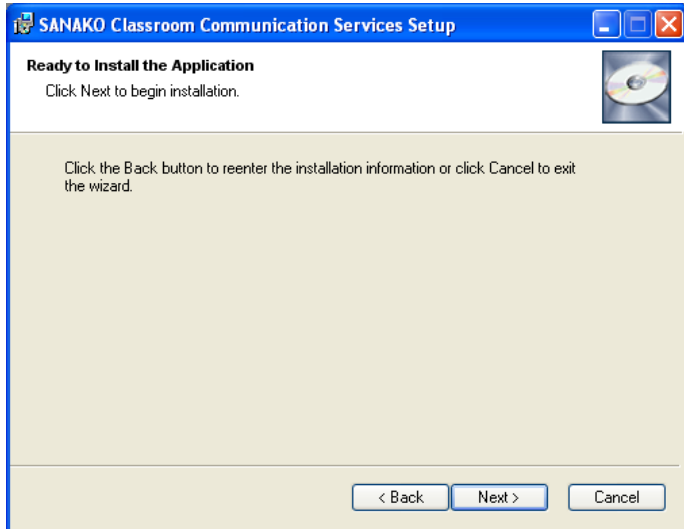
If you will have multiple Study classrooms, select **No** and then enter a classroom name for the classroom in question.

Note: Classroom does not refer to a physical space here, but instead to a collection of computers in the school network that may be used in the same Study

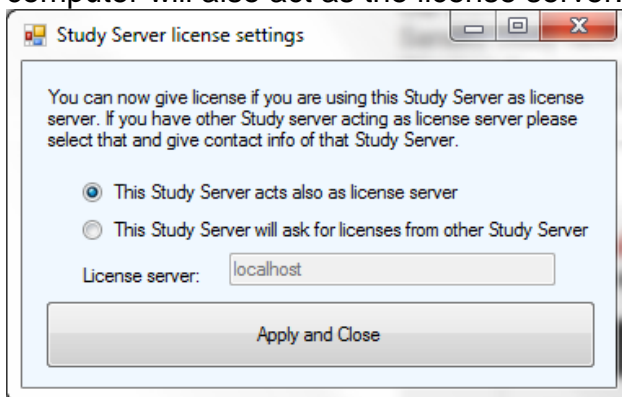
learning session.



6. You can now go back and change any of your selections or click **Next** to start the installation.



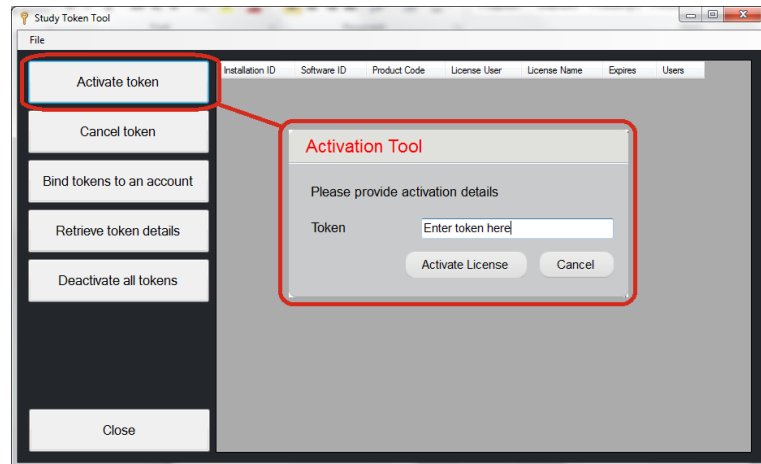
7. The installation program will next ask you if this computer will also act as the license server.



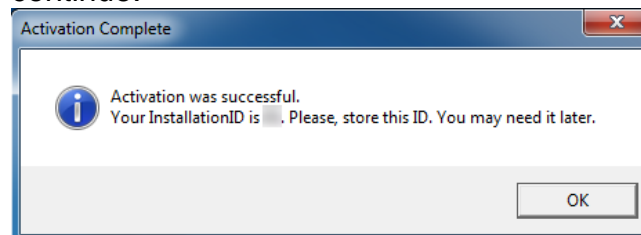
If you only install one server for your Study system, select the '**This Study Server acts also as license server**' option.

If you have multiple server applications in your institution, select the **'This Study Server will ask for licenses from other Study Server'** option and enter the name of the computer that has been selected as the license server.

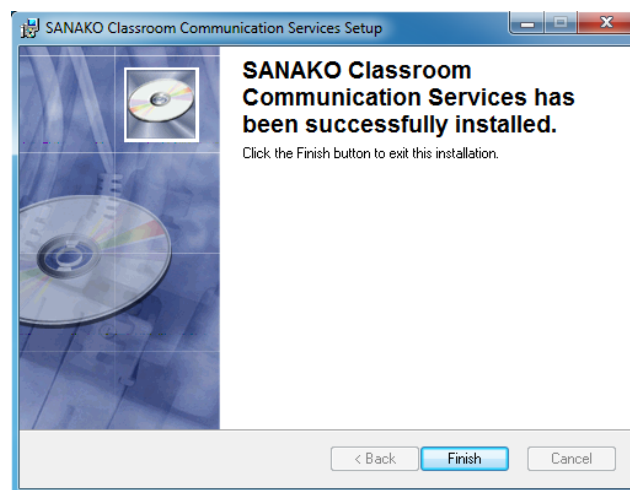
8. Next, the **Sanako Token Tool** appears. Click **Activate Token** and then enter your token information.



9. You have now successfully activated your software. Store the installation ID for future use. Click **OK** to continue.



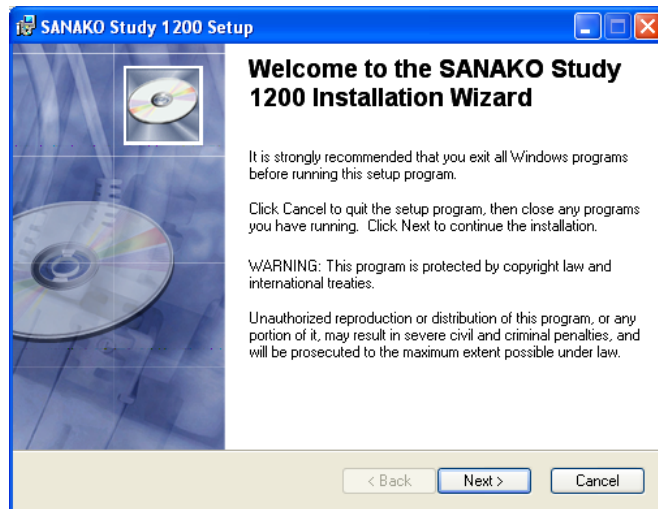
10. Once the installation program has finished, click **Finish** to exit the installation program.



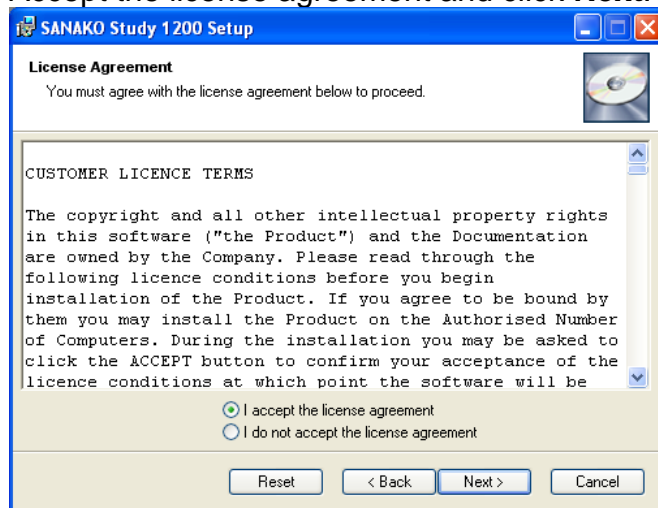
## STUDY TUTOR SOFTWARE INSTALLATION

Follow the installation instructions below to install the Study Tutor software

1. Select **Sanako Study Tutor Software** in the Installation CD menu to start the installation program.
2. Exit any other programs you have open and click **Next** to continue with the installation.

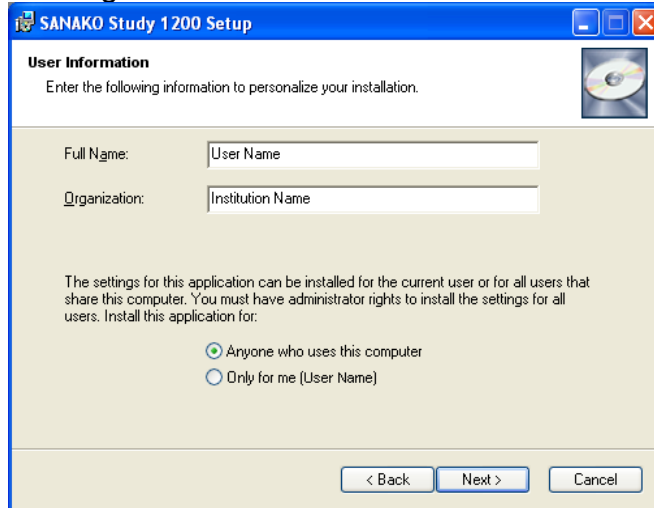


3. Accept the license agreement and click **Next**.

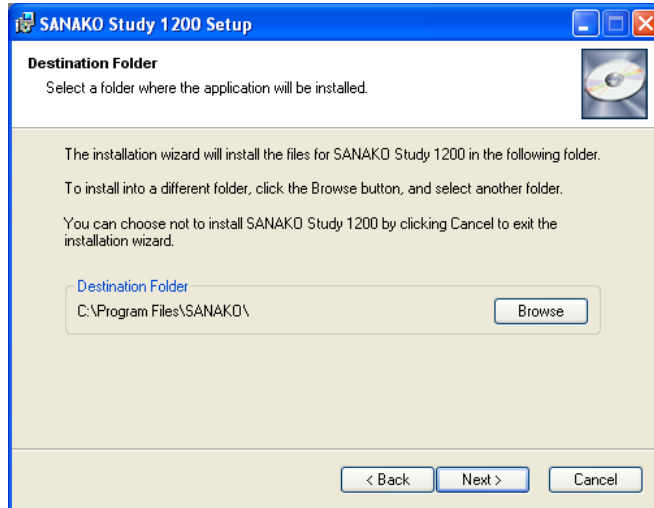


4. Under **User Information**, enter the name of the system administrator and the school or institution. Check the **Anyone who uses this computer option** to make the Study application available to all users

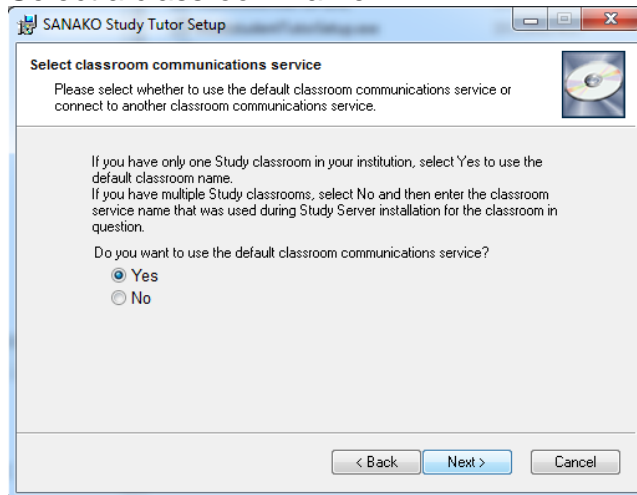
who log in.



5. Select a suitable installation folder and click **Next**.



6. Select a classroom name.



If you will have only one Study classroom, select **Yes** to use the default classroom name.

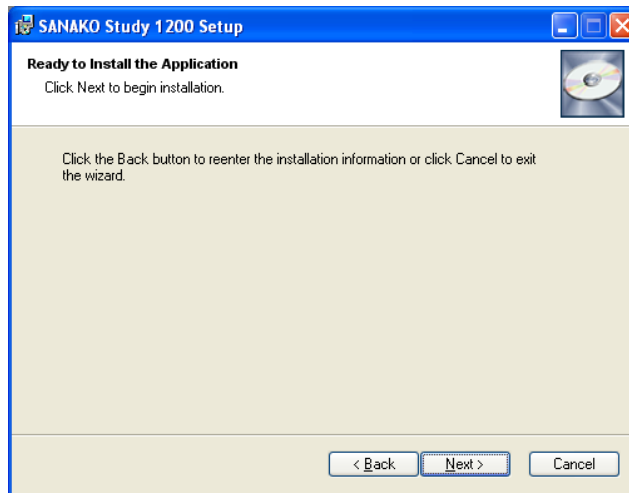
If you will have multiple Study classrooms, select **No**.



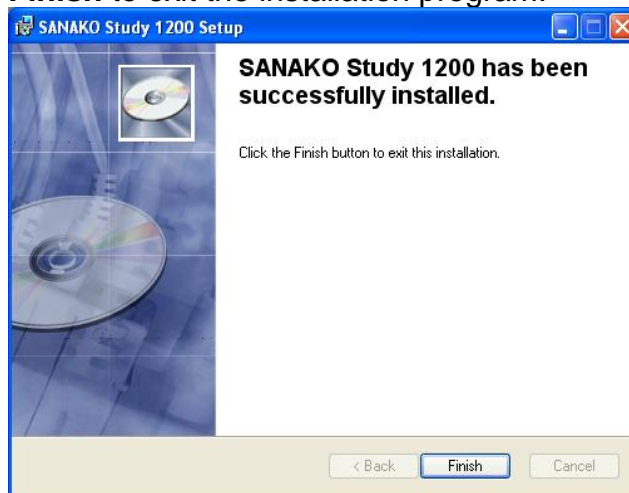
At the end of the installation process you will then be asked to select the same classroom name that was used during the Study Server software installation for this classroom.

Note: Classroom does not refer to a physical space here, but instead to a collection of computers in the school network that may be used in the same Study learning session.

7. You can now go back and change any of your selections or click **Next** to start the installation.



8. Once the installation program has finished, click **Finish** to exit the installation program.



## STUDY STUDENT SOFTWARE INSTALLATION

Follow the installation instructions below to install the Study Student Software.

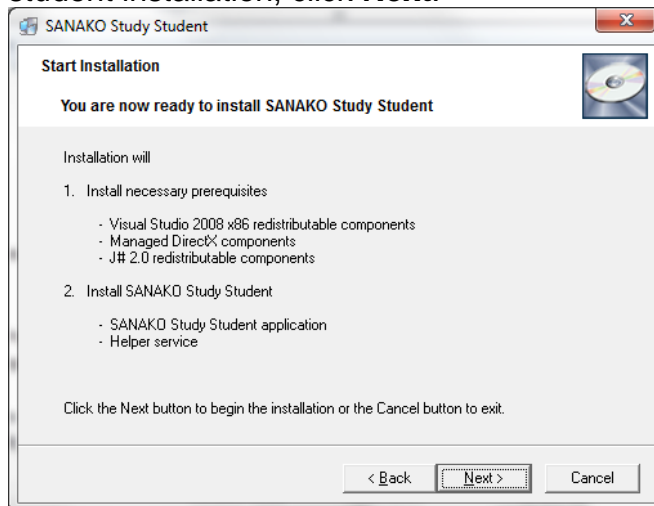
**Note:** In order to use the OneNote feature, Microsoft OneNote must be installed on the student computers before

installing Study Student. Otherwise Study will be unable to connect to OneNote and tutor notes cannot be sent to students' OneNote applications.

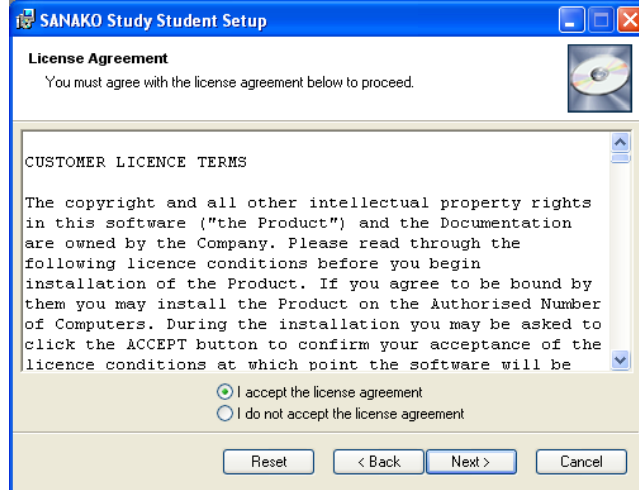
1. Select Sanako Study Student Software in the Installation CD menu to start the installation program.
2. Exit any other programs you have open and click **Next** to continue with the installation.



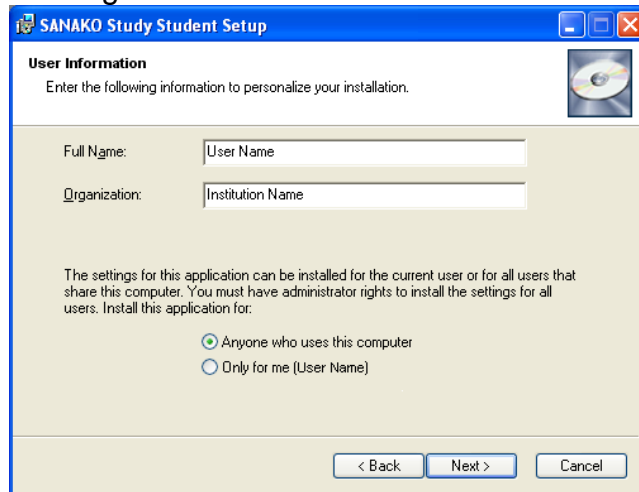
3. You will next see a summary of what's included in the student installation, click **Next**.



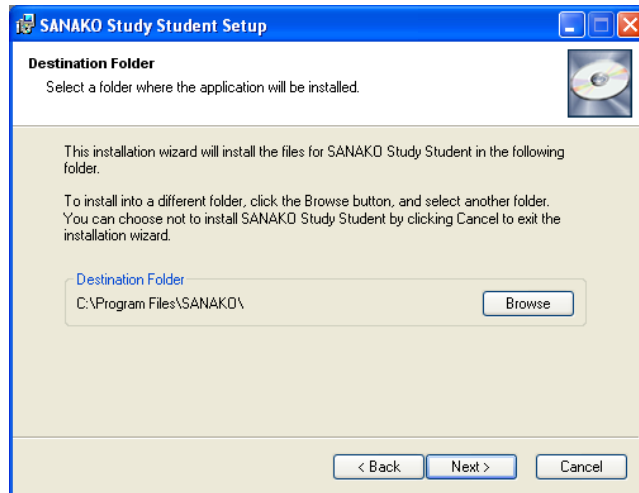
4. Accept the license agreement and click **Next**.



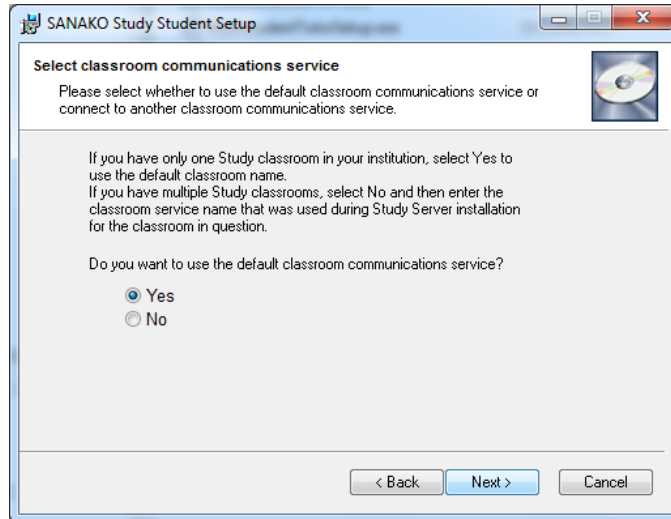
5. Under **User Information**, enter the name of the system administrator and the school or institution. Check the **Anyone who uses this computer option** to make the Study application available to all users who log in.



6. Select a suitable installation folder and click **Next**.



## 7. Select a classroom name.

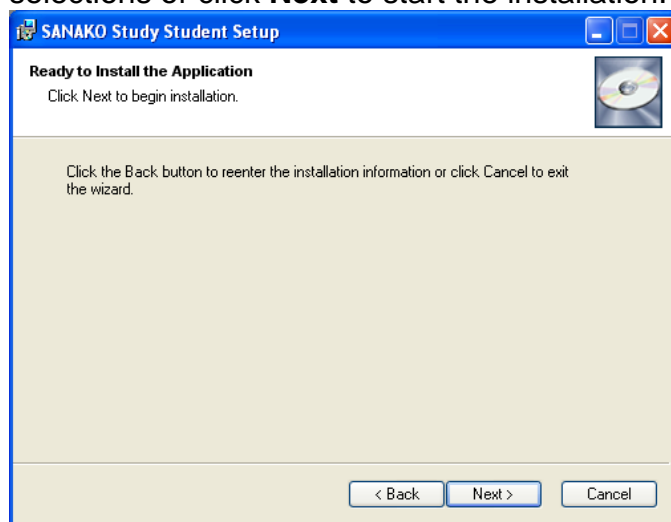


If you will have only one Study classroom, select **Yes** to use the default classroom name.

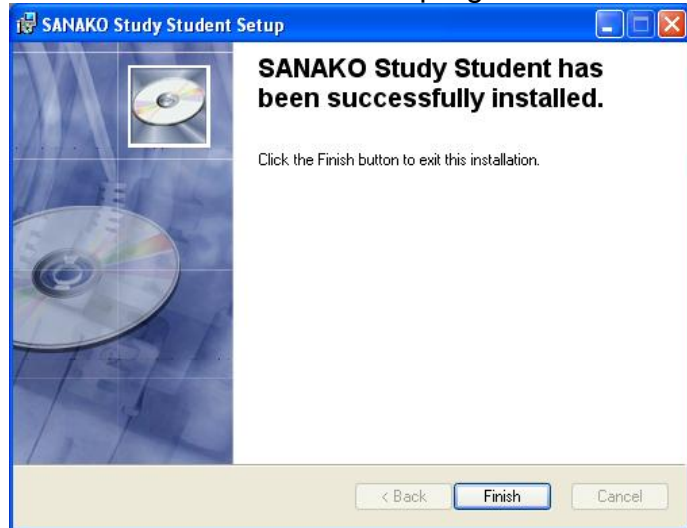
If you will have multiple Study classrooms, select **No**. At the end of the installation process you will then be asked to select the same classroom name that was used during the Study Server software installation for this classroom.

Note: Classroom does not refer to a physical space here, but instead to a collection of computers in the school network that may be used in the same Study learning session.

## 8. You can now go back and change any of your selections or click **Next** to start the installation.



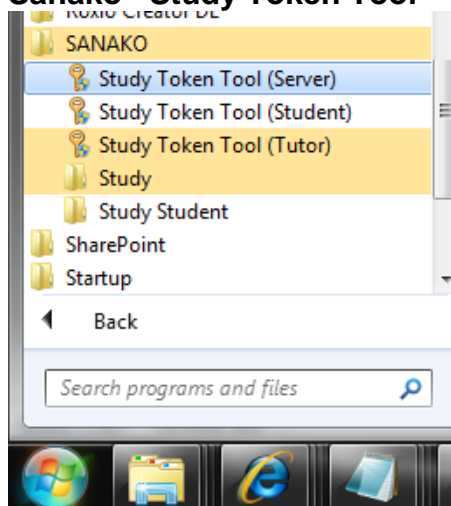
9. Once the installation program has finished, click **Finish** to exit the installation program.



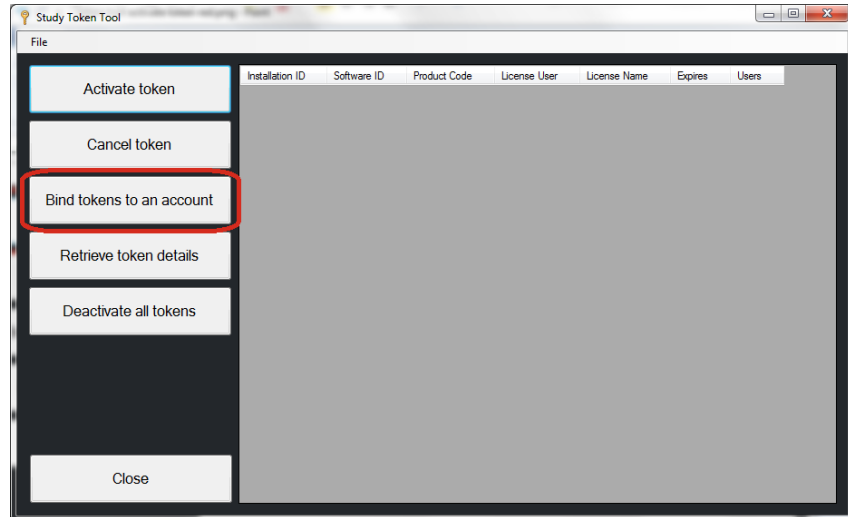
## AFTER INSTALLATION – REGISTERING AND BINDING TOKENS TO ACCOUNT

After you have completed your Sanako Study installation, we recommend that you bind your tokens to a user account. This ensures that you will receive all product updates according to your software maintenance agreement.

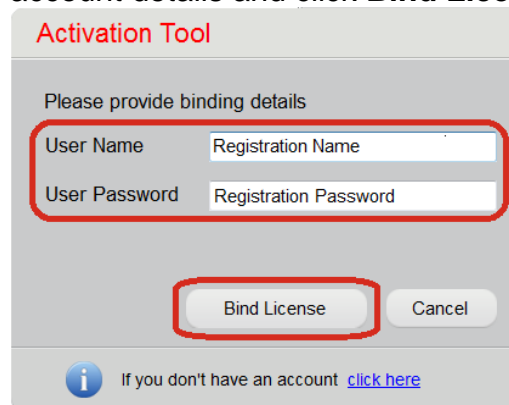
Open your Windows **Start** menu and select **All Programs – Sanako –Study Token Tool**



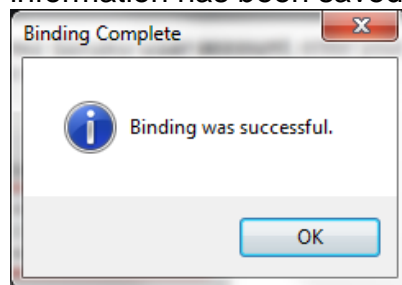
## Click **Bind tokens to an account**



**If you have a registered Sanako user account**, enter your account details and click **Bind License**



This completes the binding process and your token information has been saved to your user account.



**If you do not have a registered Sanako user account**, you need to register before binding tokens. Click **click here** to enter account creation. Provide registration information to the fields and click **Save** to send in your information

**Registration** Choose your language: English (United States)

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_  
It will be used as login name

School or institution name: \_\_\_\_\_

Street address: \_\_\_\_\_  
Optional field

Postal code: \_\_\_\_\_  
Optional field

City/State: \_\_\_\_\_

Country: \_\_\_\_\_

I would like to receive Sanako news and product information to the e-mail address specified above

I would like to be contacted by Sanako representative

Save Cancel

You will receive your username and password to the E-mail address provided during registration and a link to the login page of the Sanako registration system. Click the link to confirm your registration. Logging in is not required at this point, but you can do so at any time to edit your information.

Next, enter your account details and click **Bind License**

**Activation Tool**

Please provide binding details

User Name: Registration Name

User Password: Registration Password

Bind License Cancel

Information icon If you don't have an account [click here](#)

This completes the binding process and your token information has been saved to your user account.

**Binding Complete**

Information icon Binding was successful.

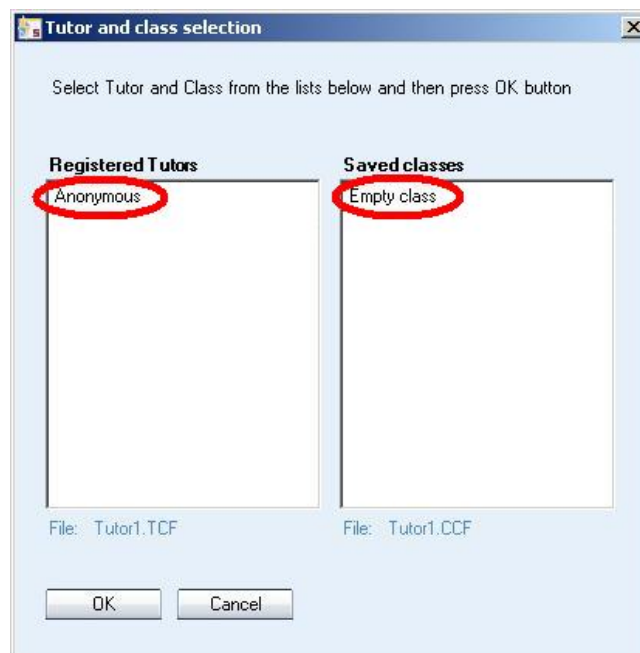
OK

# STARTING STUDY

After the installation, you are ready to start Study. To start Study Tutor, open the Windows **Start** menu (lower left corner on your screen) and select **Programs > Sanako > Study > Tutor**, or double-click the Study Tutor icon on the teacher computer desktop.

## SELECTING TUTOR AND CLASSROOM

After defining audio devices, you will next be asked to select a Tutor account and a class file to open Study with. When you start Study for the first time, select **Anonymous** tutor and **Empty class**, since no teacher accounts or class files have been created yet. This will start you with an empty default classroom.



For instructions on how to create teacher accounts and class files, see *Tutor accounts and class files* later in this guide.

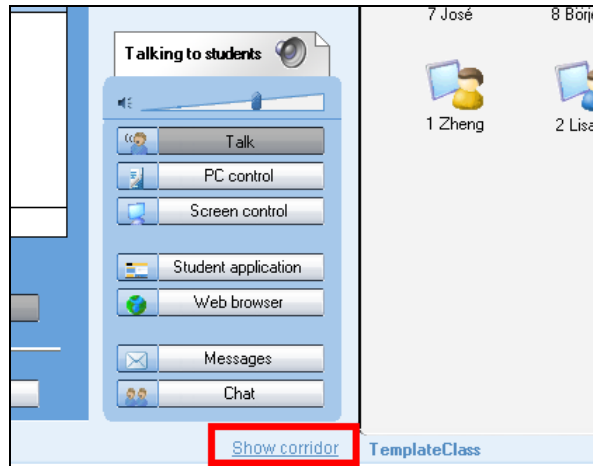


# ADDING STUDENTS AND CREATING DEFAULT CLASS

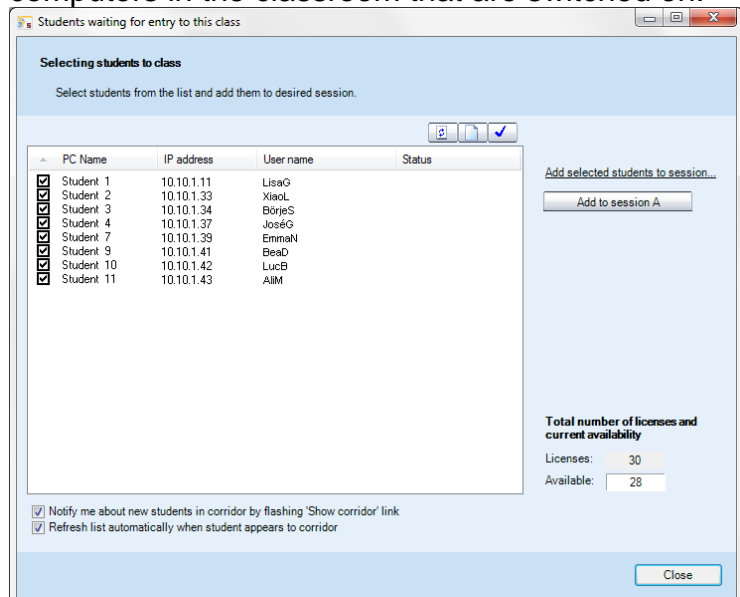
When you start the Tutor application for the first time, the main window of Study opens without any student icons. You can now add students to the classroom and create a default class layout.

To add more student workstations to the current classroom:

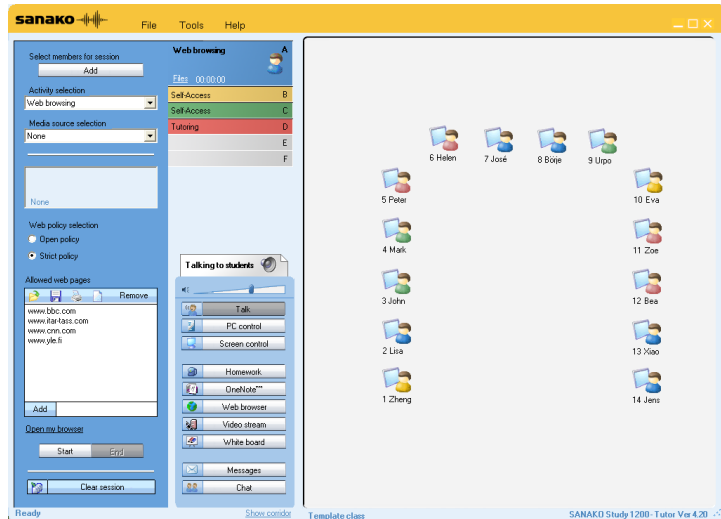
1. Click on **Show Corridor** at the bottom of the Tutor screen



2. This opens a dialog displaying all the student computers in the classroom that are switched on.

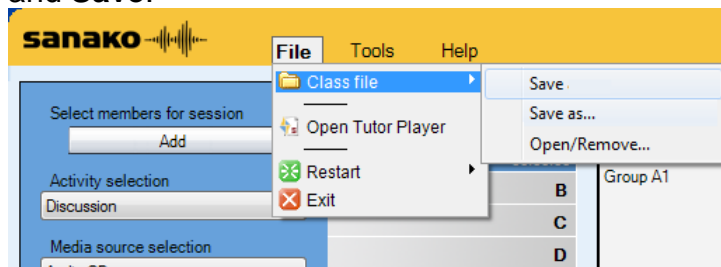


3. Select the students you want to add and click **Add to session A**, or if you want to assign them to specific sessions, click **Add selected students to session...**
4. The added students are now displayed on the classroom view.



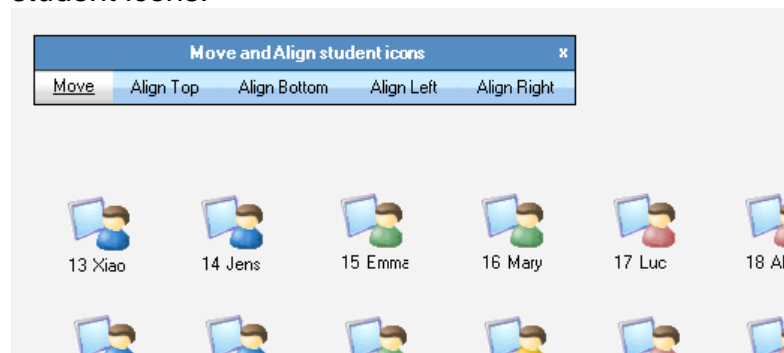
The Study class view is a graphical layout of your class. Your students are displayed as student icons that reflect their current status.

- To save the current classroom layout as the default class, open the **File** menu and then select **Class file** and **Save**.



## MOVING AND ARRANGING STUDENT ICONS

You can rearrange the student icons on the layout to correspond with your actual classroom. Open the **Tools** menu and select **Admin – Move and align student icons...** to open a panel with commands for moving and arranging student icons.



To move a student icon, select **Move** and hold your mouse button down over the student icon.

**To align student icons**, select one of the alignment options, hold your mouse button down and drag the mouse pointer over the student icons that you want to align.

You can also move student icons at any time by holding down the Ctrl and Shift buttons on your keyboard and holding your left mouse button down over a student icon.

## REMOVING STUDENTS

To move a student from the class back to the corridor, right-click a student icon and select **Send to corridor**. The student can then be selected to another class by another teacher.

To remove a student and the student icon from the class view, right-click a student icon and select **Exclude from class (and layout)**. Once the student icon is removed, the classroom configuration can be saved as a new class.

## STARTING STUDY STUDENT

To open the Study Student interface on a student computer, click the Windows Start menu and select **Programs – Sanako – Study Student – Student**. The teacher can also at any time display the Student applications on student workstations by clicking on the **Student Applications** button on the Tutor interface.

Even if the Study Student application is not open on the student screen, it is always running in the background listening to commands from Study Tutor when the workstation is on.

# AUDIO SETTINGS

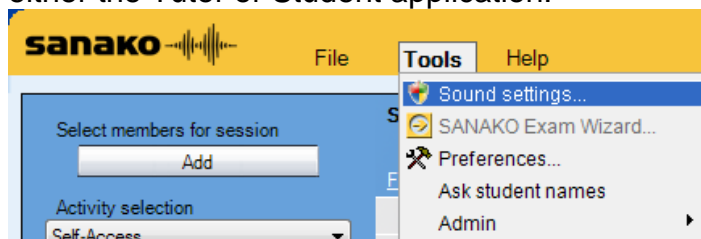
## TESTING SOUND HARDWARE COMPATIBILITY

Sanako Study includes an inbuilt application for testing whether the sound hardware on a given computer is compatible with Study. To test your sound hardware compatibility, open the Tutor or Student **Tools** menu and select **Sound Hardware Test Wizard**.

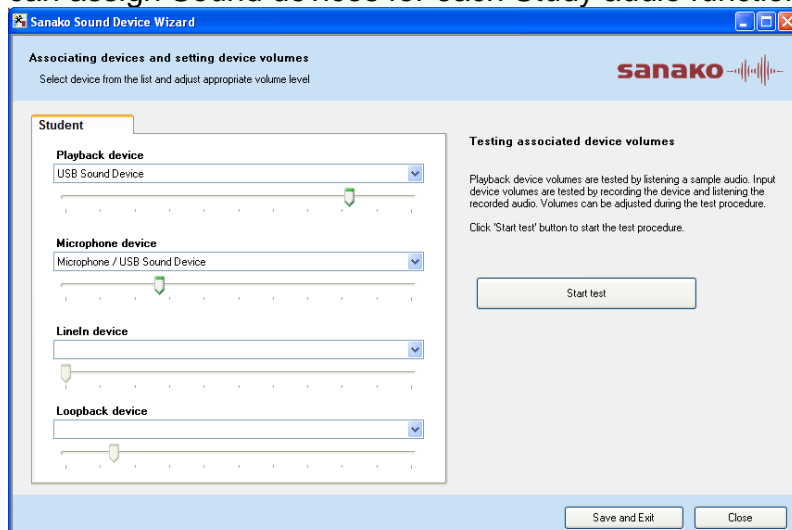
## SOUND DEVICE SELECTION

Sound devices are commonly set when Study is started for the first time.

However, you can edit Study sound device selections at any time by selecting **Sound settings** in the **Tools** menu of either the Tutor or Student application.



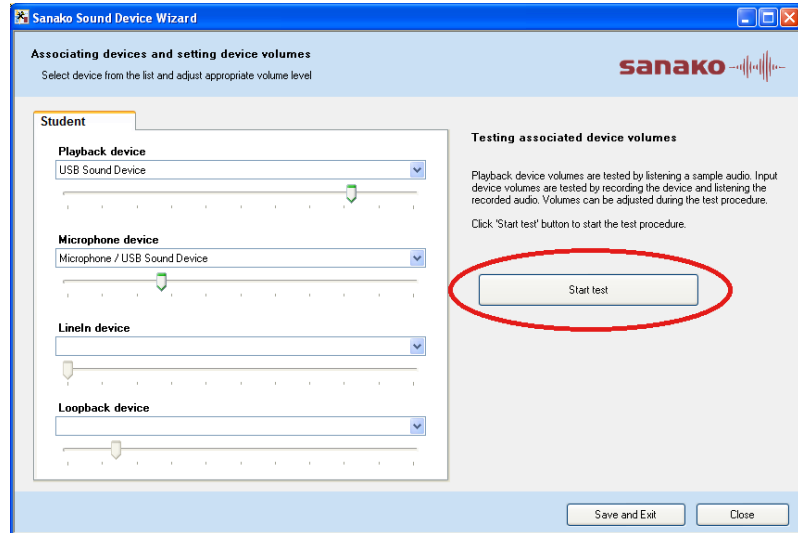
This opens the **Sanako Sound Device Wizard** in which you can assign Sound devices for each Study audio function.



When you are finished with the audio device selection, click **Save & Quit** to save your settings.

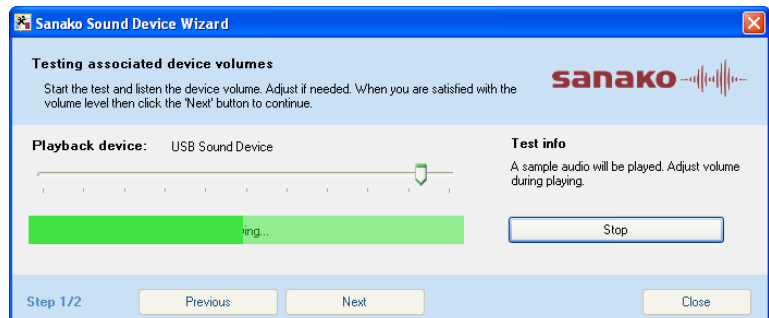
## SETTING SOUND DEVICE VOLUMES

Study has an inbuilt audio testing procedure in **Sound Device Wizard** which allows you to identify and set default volume levels for Study functionalities.



To test and set default volume levels

1. Click **Start test**
2. Follow the instructions on the screen to play sample audio, make test recordings and define the default volume levels for each audio device.

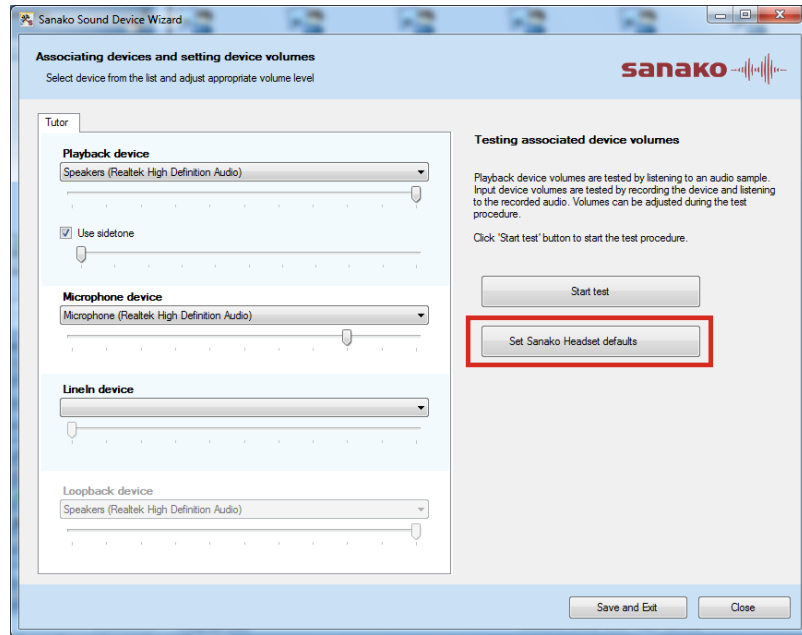


The default audio levels will be saved into a file which can be deployed to all the computers in the classroom. This allows you to equalize the audio levels for an entire classroom without running the testing procedure separately for each computer.

## SETTING SOUND DEVICE VOLUMES FOR SANAKO HEADSET

If you are using Sanako SLH07 USB headsets, Study has inbuilt default audio settings that you can easily apply. Simply click on '**Set Sanako Headset defaults**' to employ

audio settings that have been preconfigured for use with a Sanako headset.

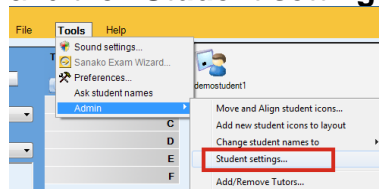


## HOW TO COPY STUDENT AUDIO SETTINGS

Sanako Study allows you to automatically equalize all the student audio settings in a Study classroom, eliminating the need to configure each workstation individually. To do this you need to first carefully adjust the audio settings of one Study player application. These settings will then be copied to all the other player applications.

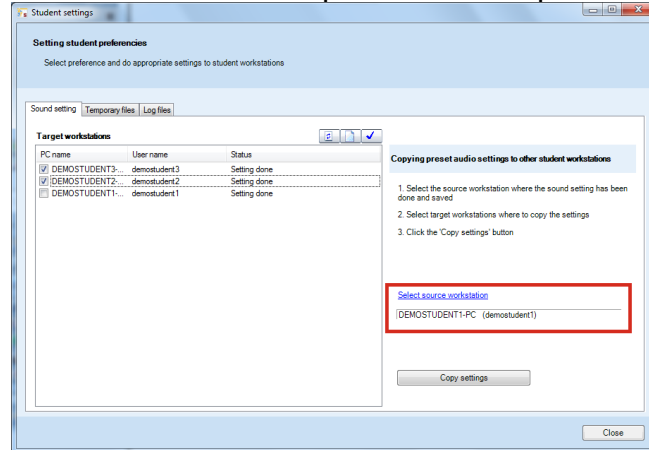
**To copy student audio settings to other workstations, follow the instructions below.**

1. Open the **Tools** menu in Study Tutor, select **Admin** and then **Student settings**.

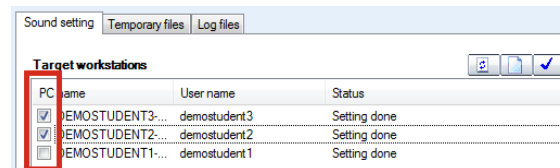


2. In the **Student settings** window, you need to first select the source computer whose audio settings will be shared. Click on **Select source workstation** and

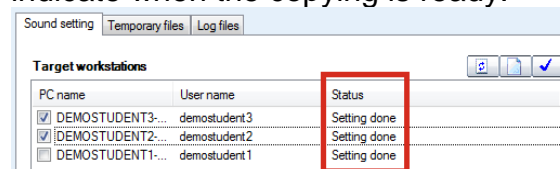
select the source computer in the drop-down list.



- Next, **check the workstations** where you want to copy the audio settings. If the settings will be copied to the entire classroom, click  to select all workstations.



- Once you have selected the target workstations, click **Copy settings**, the workstation list on the left will indicate when the copying is ready.



- When the settings have been copied to the desired workstations, click **Close** to exit the settings window.

## USING A MEDIA PLAYER AS SOURCE

If a Media Player application is used as the media source in Study, 'overlays' need to be disabled in the media player.

To disable overlays in Windows Media Player, select **More Options** under **Library**. In the **Options** window, select the **Performance** tab and click **Advanced** under **Video Acceleration**. In the **Video Acceleration Settings** window unselect the **Use overlays** option.

## WINDOWS VISTA SPECIFIC SETTINGS

In Windows Vista environments, Stereo Mix needs to be displayed and enabled in the Vista Recording Devices in order to use CD audio and the Tutor player.

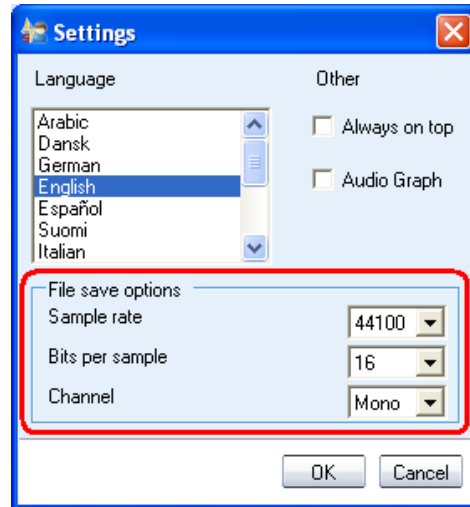
To do this, right-click the speaker icon in the lower-right corner of the Windows Vista toolbar and select **Recording Devices**. In the **Sound** dialog, select the **Recording** tab, right-click the devices list and select **Show Disabled Devices**. Enable the **Stereo Mix** device that appears on the list.

## WINDOWS XP SPECIFIC SETTINGS

In Windows XP environments, a **Loopback** device must be **selected** in the Study Sound Settings in order to use CD audio and the Tutor player.

## SETTING DATA PROPERTIES FOR SAVED AUDIO FILES

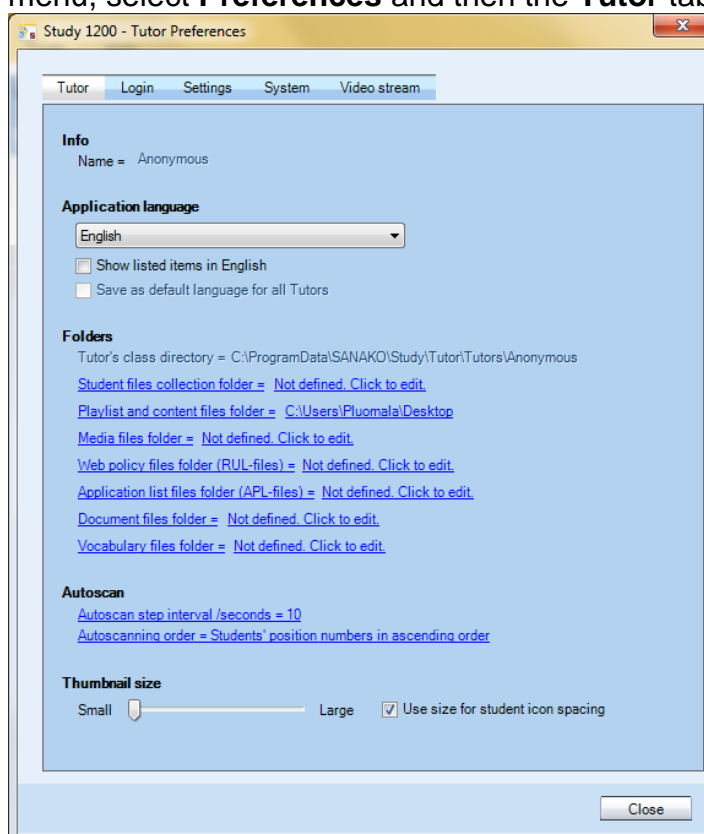
To set data properties for saved student recordings, open the Student **Tools** menu and then select **Settings**.





# CONFIGURING FOLDERS

Many Study functionalities require that you define a default file folder for them where functionality specific files are then stored. All these folders can be configured in Study Tutor Preferences. To edit default folders, open the Study **Tools** menu, select **Preferences** and then the **Tutor** tab.



It is recommended that all these folders are located in a separate file server, However, the Tutor's class directory folder can also be located on the local teacher computer.

The table below provides information on the folders and their access rights:

| <b>Folder</b>                        | <b>Purpose Of The Folder</b>  | <b>Teacher Access Required</b> | <b>Student Access Required</b> |
|--------------------------------------|---|--------------------------------|--------------------------------|
| Tutor's class directory              | Storage area for teacher's class files  | Read/Write/Modify              | No Access Required             |
| Student files collection folder      | Collecting student recordings   | Read/Modify                    | Hidden Write                   |
| Session and content files folder     | Sharing teaching content. Subfolders for sessions A,B,C,D,E,F and Tutor will be created under this folder   | Read/Write/Modify              | Read                           |
| Media files folder                   | Storage area for different media source files, which can be used during teaching activities                 | Read/Write/Modify              | Read                           |
| Web policy files folder              | Saving Web policy files, which are used during the Web browsing activity                                    | Read/Write/Modify              | No Access Required             |
| Application list files folder        | Storage area for lists of denied and allowed applications which are used in the Block applications function | Read/Write/Modify              | No Access Required             |
| Document files folder                | Storage area for document files which are used during the reading practice activity                         | Read/Write/Modify              | Read                           |
| Exam test files folder*              | Storage area for exam files, which are used during the Exam activity  | Read/Write/Modify              | Read                           |
| Exam result files collection folder* | Collecting exam result files from students during the Exam activity   | Read/Modify                    | Hidden Write                   |
| Vocabulary files folder              | Storage area for Vocabulary tests   | Read/Write/Modify              | No Access Required             |

\*These folders are needed only if Sanako Study Examination Module has been installed

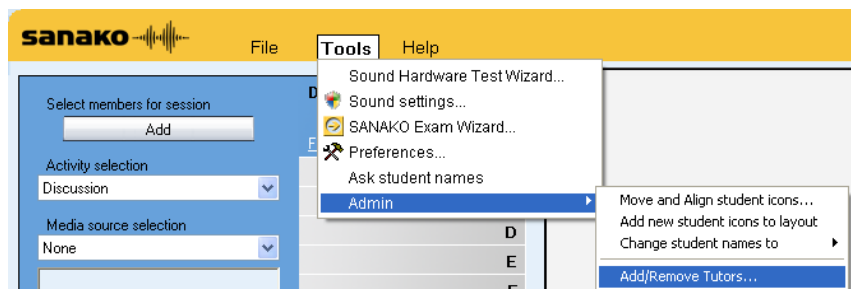
# TUTOR ACCOUNTS AND CLASS FILES

The purpose of tutor accounts and class files is to allow each teacher to start the system with their own default settings and with a pre-set classroom layout for each different course, if needed.

Each teacher has a personal tutor configuration file with their preferences but can employ multiple class files. When teachers open the Study Tutor application they need to select their own tutor name and the class file that they want to use.

## ADDING A NEW TUTOR

In order to add a new tutor to Study, open the **Tools** menu and then select **Admin** and **Add/Remove Tutors...**

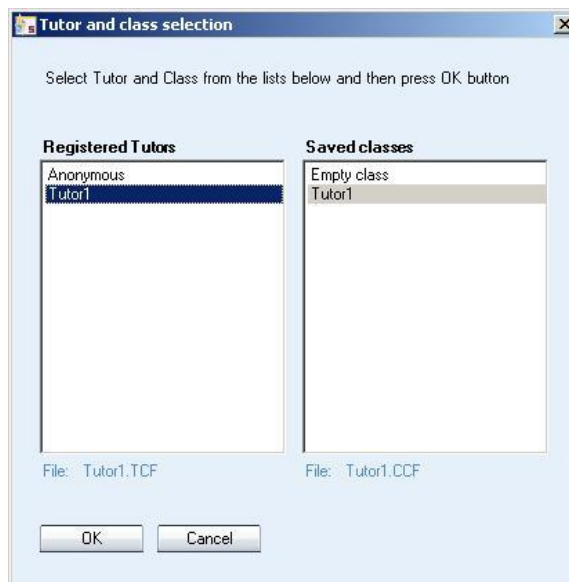


You can now enter a new tutor name that will be available when logging into the Study Tutor application. To set the folder where the new tutor's class files are saved, click on the **Browse** button.



After a new tutor has been added to the system, a tutor specific Tutor Configuration File (.TCF) is created automatically by the system.

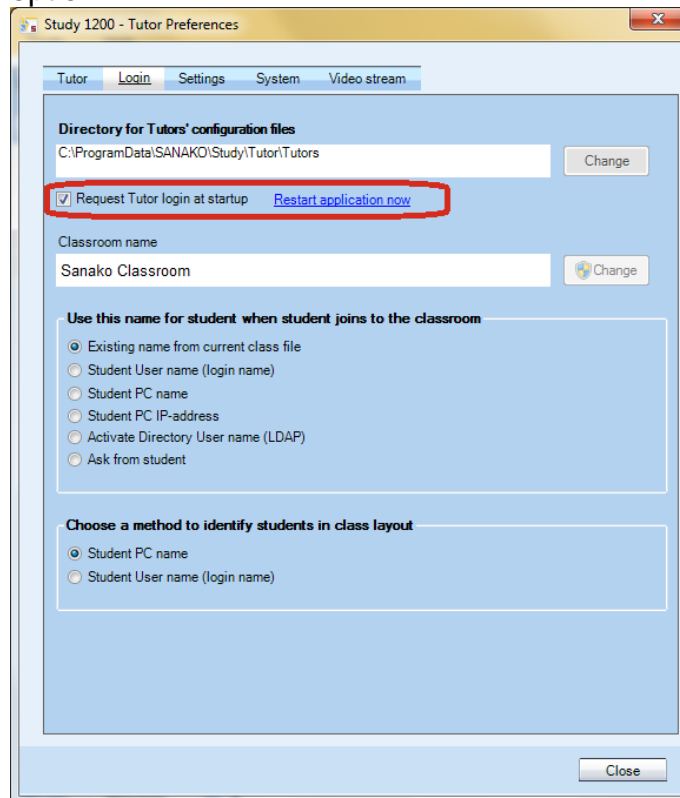
When you have entered a tutor name and defined a folder for the tutor's class files, click on **Save** and then exit the Study application. When the Study application is restarted, the new tutor name is available in the log in window.



## DISABLING TUTOR LOGIN

If you do not want to use personal tutor accounts, you can disable tutor login. This means that Study will simply be opened with the default classroom layout and tutor settings every time.

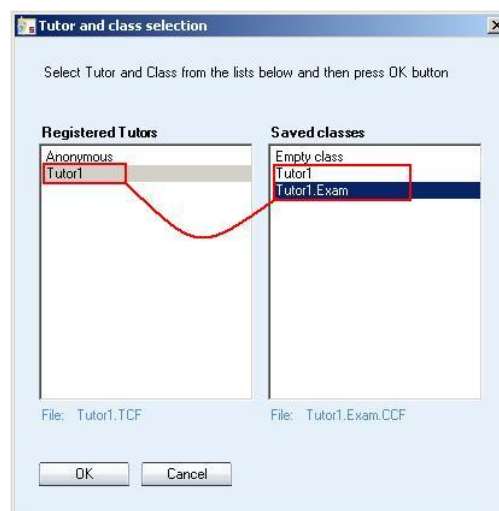
To disable Tutor login, go to **Tools > Preferences > Login** tab and uncheck the **Request Tutor login at start-up** option.



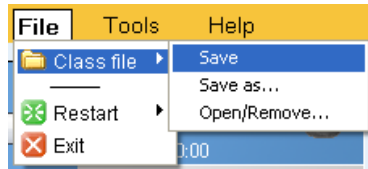
## CLASS FILES

Class files include the **classroom layout, student names, sessions and default activities.**

Each Tutor can own multiple personal class files (.CCF) and can select which class file they want to use when logging in.

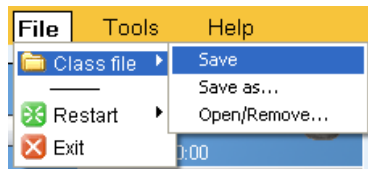


Tutors can also manually **open, save and remove** class files by opening the **File** menu and selecting **Class file**.

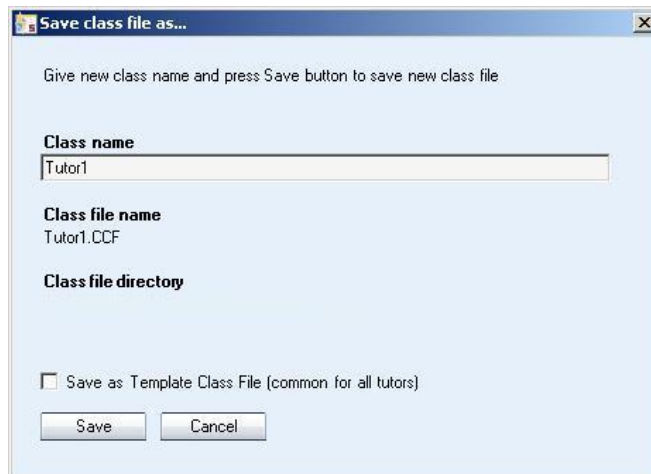


## CREATING A NEW CLASS FILE

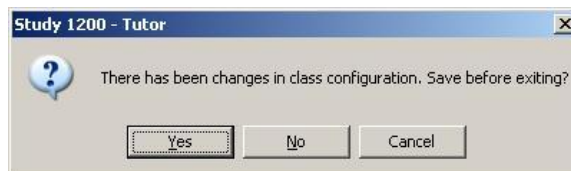
To save the current classroom settings as a new class file, open the **File** menu and select **Class file > Save**.



This opens a window where you can name the class file and then save it. If you save the file as a **Template Class File**, the class file will be available for all tutors when they log in.

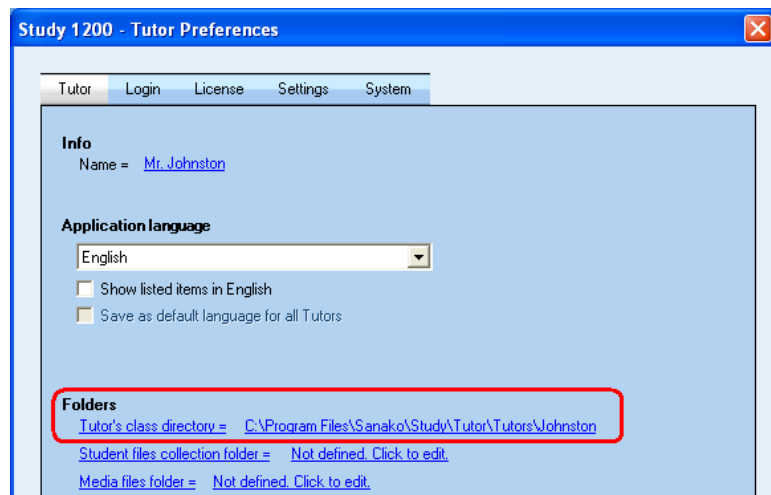


If changes have been made to the classroom settings during a lesson, Study will automatically ask you whether you want to save the changes to the current class file when the Tutor application is closed.



## SAVE LOCATION FOR CLASS FILES (.CCF)

To set the location where the Class Files are saved, open the **Tools** menu and select **Preferences** and then the **Tutor** tab.



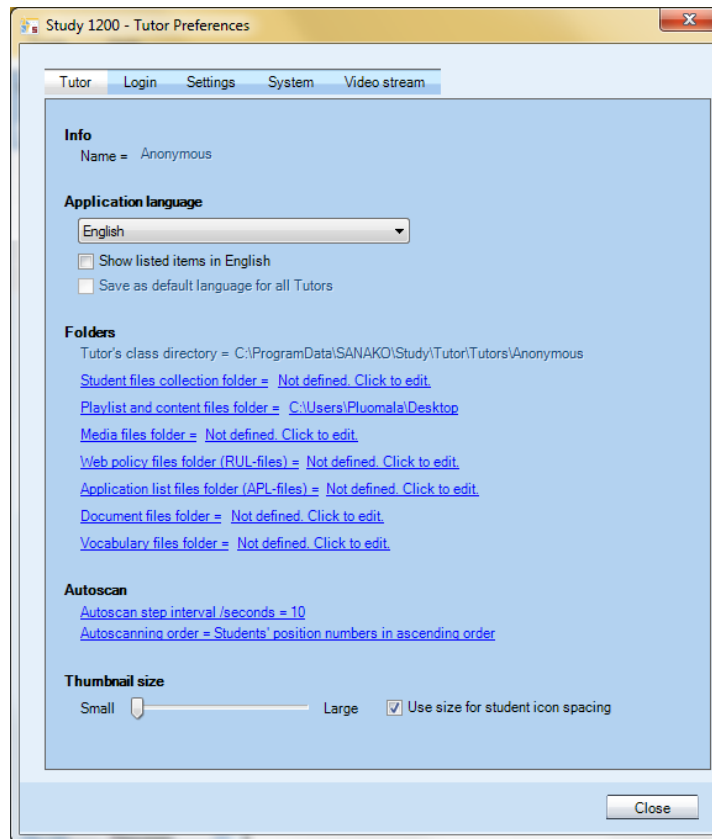
## TUTOR SPECIFIC SETTINGS

Tutor configuration files contain the personal settings of each tutor, including:

- Tutor name
- Save folder for class files (.CCF)
- Interface language selection
- Session file folder
- Student file collection folder
- Program shortcuts for application launch
- Last used class file
- Auto scan interval
- Auto scan order
- Thumbnail size

Each tutor has their own Tutor configuration file (.TCF) which is created when a new tutor is added into Sanako Study.

Most Tutor specific settings are available under the **Tutor** tab in the Tutor application **Preferences**. To open the Preferences window, start the Tutor application and then open the **Tools** menu and select **Preferences**.



## **APPLICATION LANGUAGE**

Determine the Tutor interface language. The default selection for the interface language is English. Additional interface languages can be selected in the drop down menu.

## **AUTOSCAN**

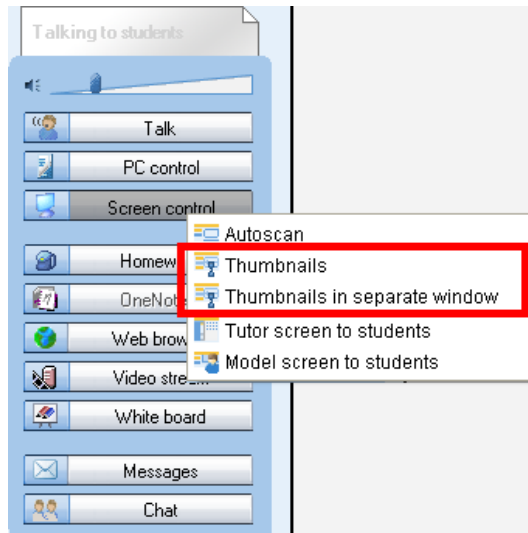
Set the default time that each student screen is displayed during the autoscan function and select the order in which the student screens will be shown.

## **THUMBNAIL SIZE**

Use the slider to determine the size of thumbnail images of student screens.

To view thumbnail images of student screens either in place of the student icons or in a separate window, click the **Screen Control** button and select either **Thumbnails** or **Thumbnails in separate window**.

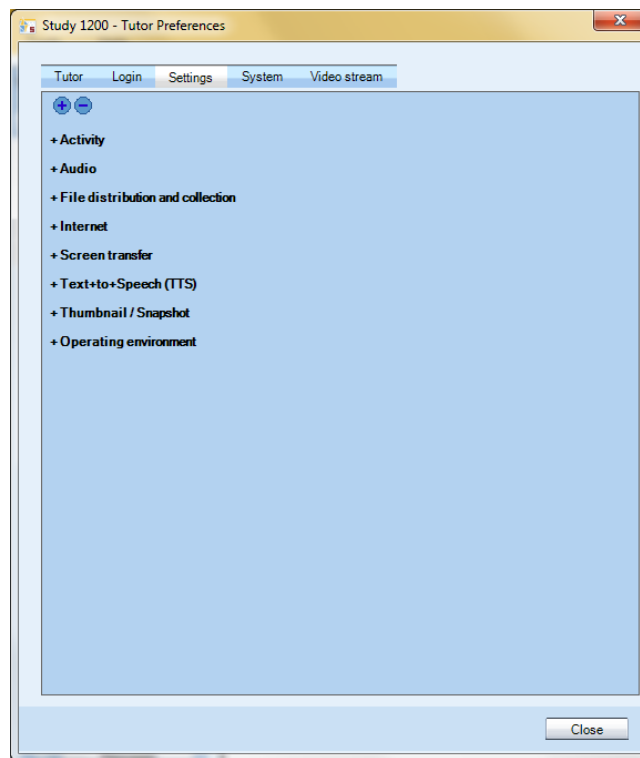




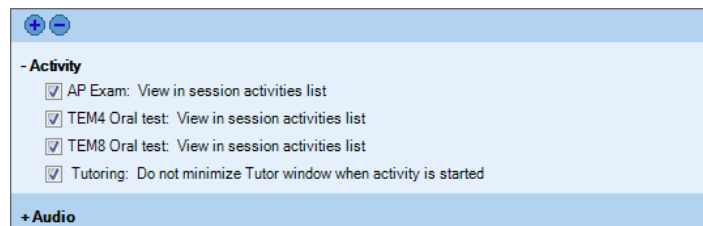
# GENERAL SETTINGS

## GENERAL SETTINGS

You can set general settings for different Study functions in the **Settings** tab of the Tutor **Preferences** window.



## ACTIVITY



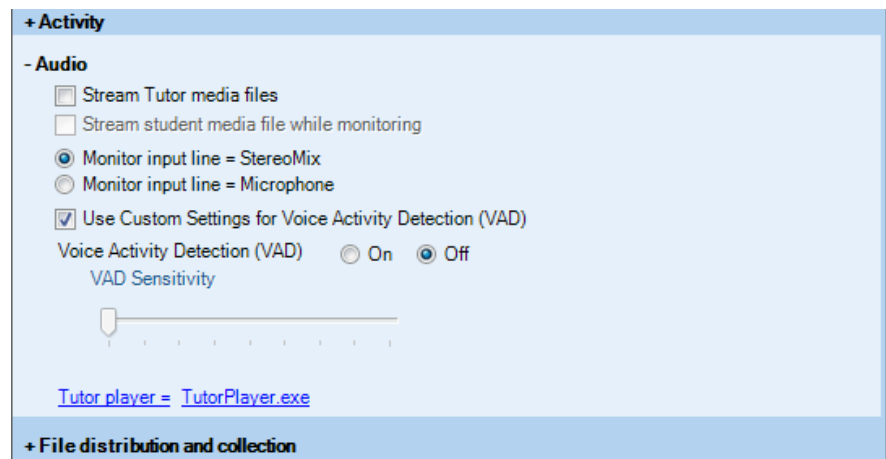
**AP Exam** – Select whether the AP Exam activity is displayed in the Activity selection list in the Tutor application.

**TEM4 Oral test** – Select whether the TEM4 Oral test activity is displayed in the Activity selection list in the Tutor application.

**TEM8 Oral test** – Select whether the TEM8 Oral test activity is displayed in the Activity selection list in the Tutor application.

**Tutoring** – Select whether to minimize the Tutor application when the Tutoring activity is started and the Tutor screen is transferred to students.

## AUDIO



**Stream Tutor media files** means that when a file is used as the audio source to students, the audio is sent as a VOIP stream instead of the students opening the file.

There are two different ways of monitoring student audio in Study:

If **Stream student media file while monitoring** is selected, the student audio is streamed to the teacher as a VOIP stream during monitoring. The teacher will hear the student's microphone and any media file that the student may be listening to.

**Note:** Student microphone cannot be monitored during an activity, if the media source is Tutor player, CD audio or an External source.

If **Monitor input line** is selected the mixer audio lines are monitored and you can choose what you'll be able to hear when monitoring students. **Stereomix** allows you to hear whatever the student hears. **Microphone** means you will hear the student microphone during monitoring.

**Note:** Regardless of the selected option, if students are monitored while they are recording their voice, only the student voice can be heard.

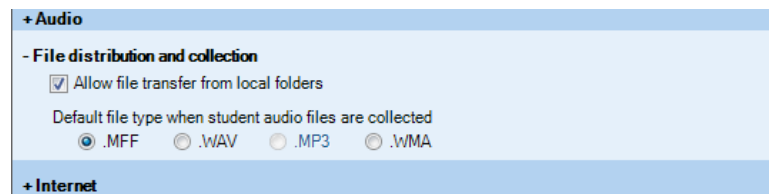
**Voice Activity Detection** is used to identify when users are speaking into their microphone. Properly adjusting the

sensitivity of Voice Activity Detection may help prevent unnecessary audio transmission and improve audio performance. If Voice Activity Detection is adjusted in the Tutor settings, the new setting is automatically employed in all student workstations in the Study classroom.

Check the **Use Custom Settings for Voice Activity Detection** option to override the operating system default setting and manually adjust **Voice Activity Detection sensitivity** and to switch **Voice Activity Detection On** or **Off**.

**Tutor Player** allows you to define the default teacher media player application.

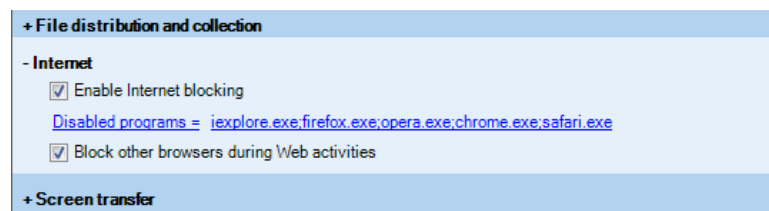
## FILE DISTRIBUTION



Checking the **Allow file transfer from local folders** option will allow the teacher to copy and launch files to students from any local folder. The students do not need access rights to the folder, since the launched file will be copied to the student computer. This will also apply when a file in a local folder has been selected as the media source and when the copy and launch function is used with a file in a session file area.

**Default file type** allows you to select the default file format that is used for collected student recordings.

## INTERNET

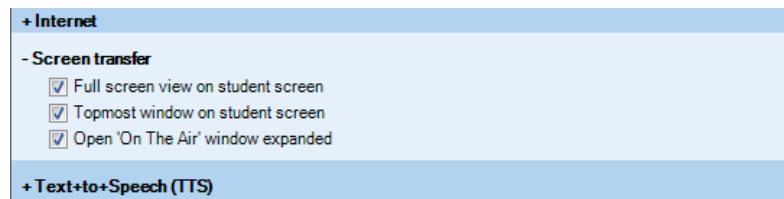


The Internet options allow you to block Internet ports and Web browsers.

**Enable internet blocking** allows the teacher to use the Disable Internet function in the Tutor application PC Control features to disable all Internet traffic on student computers.

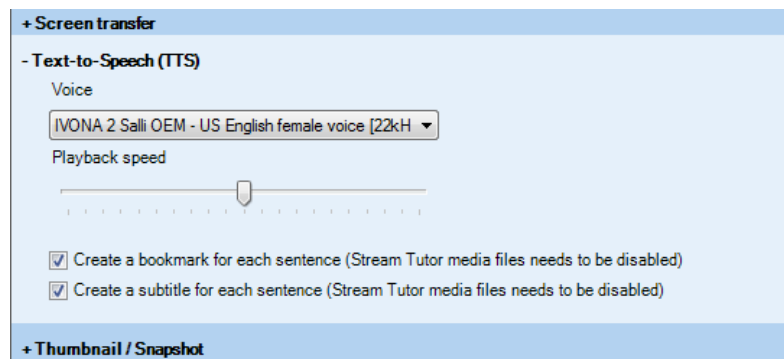
**Block other browsers during Web activities** allows the Web browser applications opened by the teacher, but prevents students from opening any other browser applications.

## SCREEN TRANSFER



The Screen Transfer settings apply when a Tutor or Student screen is shared to others.

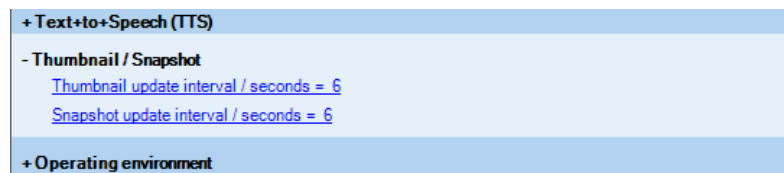
## TEXT-TO-SPEECH



Text-to-Speech (TTS) allows you to set default settings for created Text-to-Speech files.

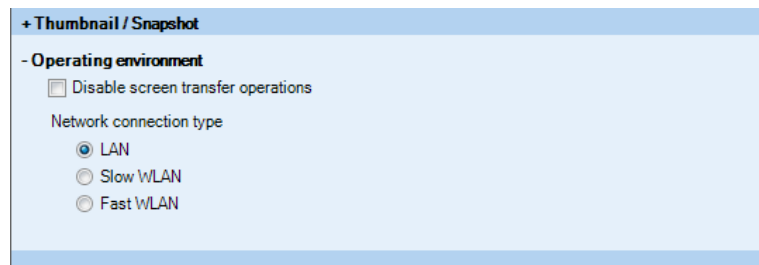
- Select the **playback voice** for the created audio file. Multiple voices and languages are available from your local Sanako representative.
- Adjust the **playback speed**, slower speed may help students distinguish sounds.
- Select whether each sentence will be marked with a **bookmark** in the audio file. This may help students to navigate the material.
- Select whether the text will be displayed as **subtitles** during playback to help comprehension.

## THUMBNAIL / SNAPSHOT



Set the default time for updating thumbnails and snapshots of student screens.

## WLAN



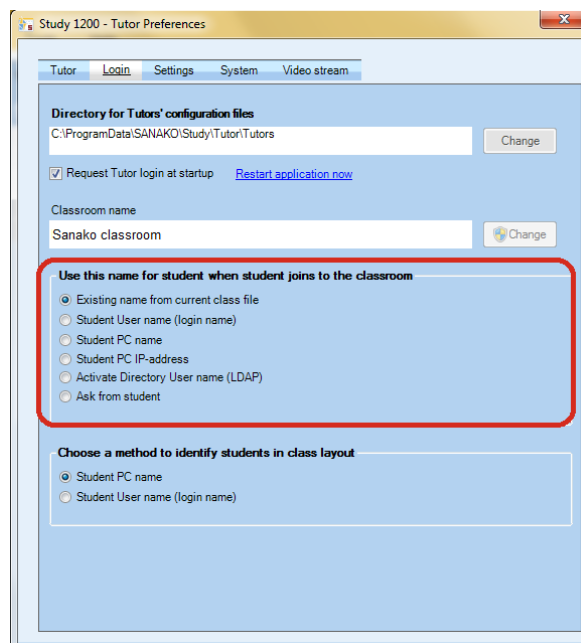
**Disabling screen transfer operations** will deactivate all screen transfer features in Study. This is beneficial in wireless environments where using the screen transfer operations could slow the system down.

**Network connection type** allows you to define the type of network Study is used in. This helps the program configure itself for optimal performance.

## IDENTIFYING STUDENTS

### DEFAULT STUDENT NAMES

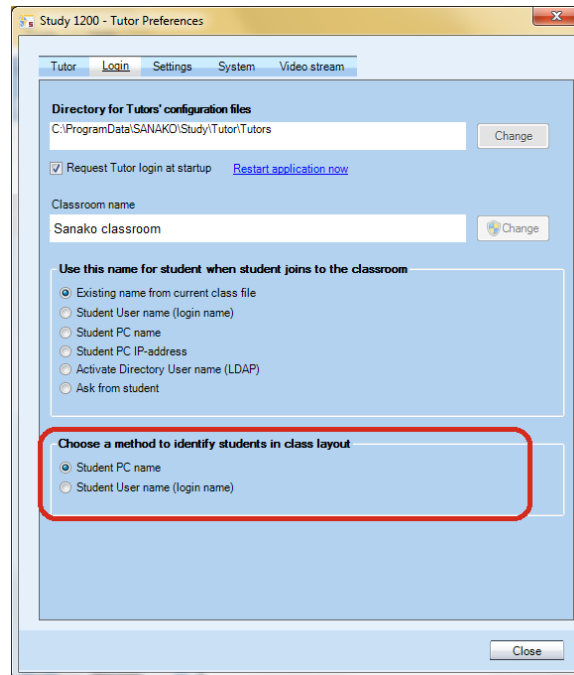
You can choose a default option for naming students in the Study classroom view in Tutor **Preferences** in the **Login** tab.



All students that join a classroom are automatically named according to the selection made here. However, loading a saved class file will instead use the names saved in the class file.

## IDENTIFYING STUDENT COMPUTERS

You can choose a default option for identifying individual student computers that join the Study classroom in Tutor Preferences in the Login tab.



There are two options for identifying student computers that will be added into a Study classroom.

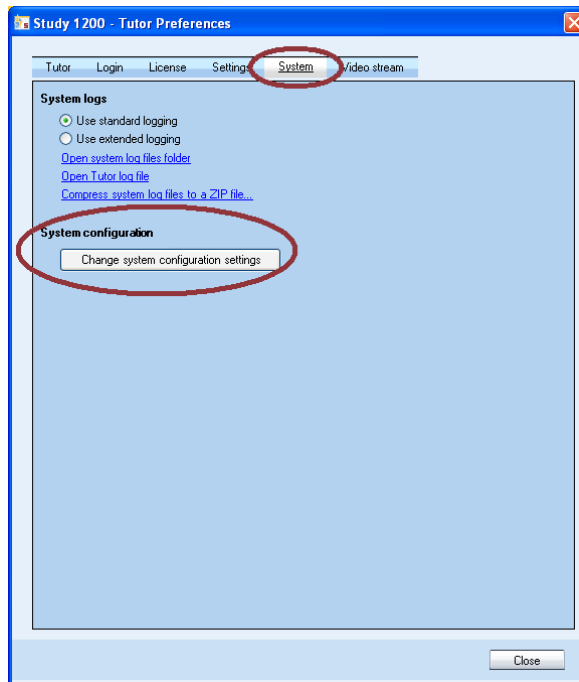
- **Student PC name** (default option) will identify all computers with a different computer name as individual students and add a new student icon for each student computer. This is the recommended setting in all environments where students operate individual student computers.
- **Student User name** will add a student icon for each different student login name that enters the Study classroom. This setting is usually only used in settings where multiple students share a workstation.

# SYSTEM CONFIGURATION SETTINGS

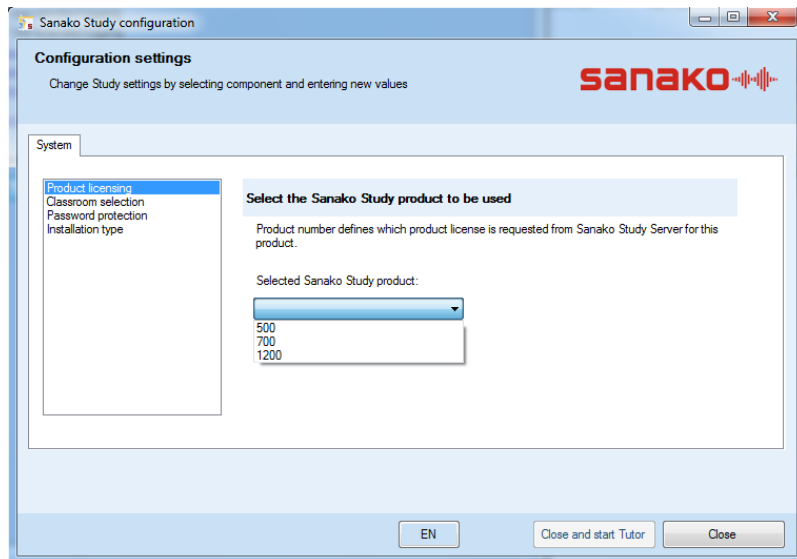
Sanako Study system configuration settings allow you to

- View available licenses
- Edit classroom selections
- Set password protection for the Tutor application
- Change your installation type

To access system configuration settings, open the **Tools** menu in Study Tutor and select **Preferences**. In the preferences window select the **System** tab, click the **Change system configuration settings** button and click **OK**.



This opens a Sanako Study configuration window where you can manage the above information.



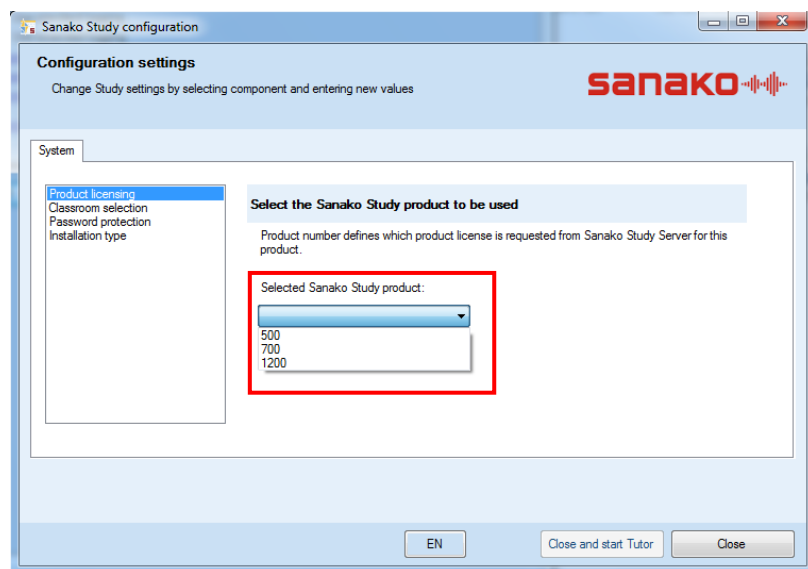


## LICENSE QUERY

Study asks you to enter your license information during the Study Server application installation. Depending on your license information, you can select which Study version to query from the Study Server

### **CHANGING ACTIVE PRODUCT LICENSE**

1. In the **Sanako Study configuration** window, select **Product licensing** and then choose which license to query from the server.

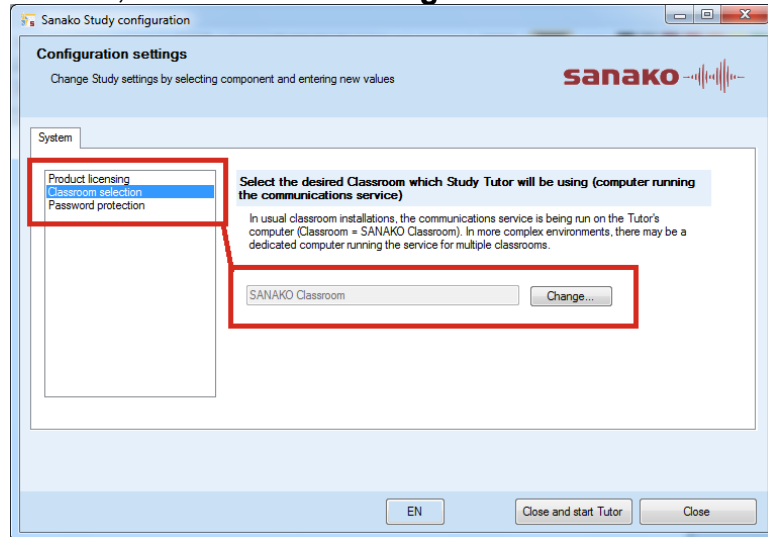


## EDITING CLASSROOM NAMES AFTER INSTALLATION

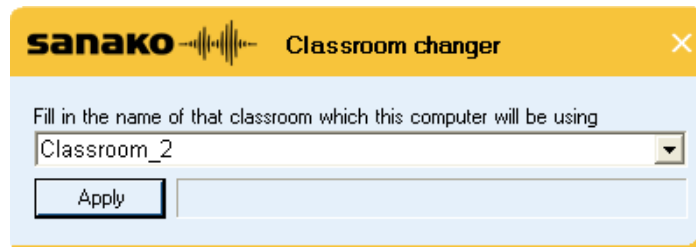
The classroom that Study computers belong to is set during the installation. However, you can change the classroom affiliations of tutor and student applications after the installation.

**To change the Tutor application classroom, select Classroom selection in the Sanako Study configuration**

window, and then click **Change....**

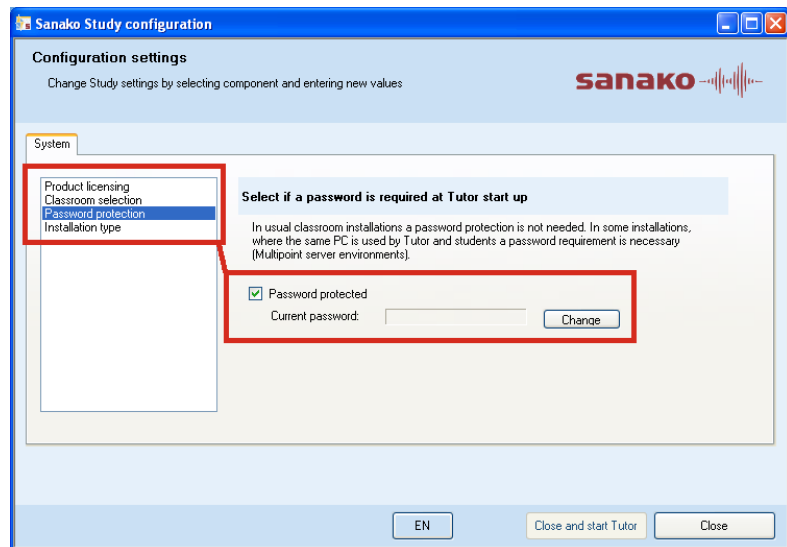


To change the Student application classroom, open Windows Explorer, go to the **Program Files / Sanako / Study / Student** folder and run the **SetClassroom.exe** application. Running SetClassroom.exe opens a dialog where you can select a new classroom in a drop-down menu.

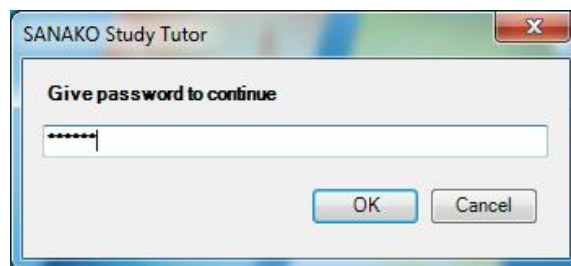


## PASSWORD PROTECTION FOR STUDY TUTOR

If needed, you may set a password for the Study Tutor application. Password protection is normally only used in instances where the same workstation is used both as a teacher and student computer. Most commonly this occurs in multipoint server environments (see 'Installation type' below)

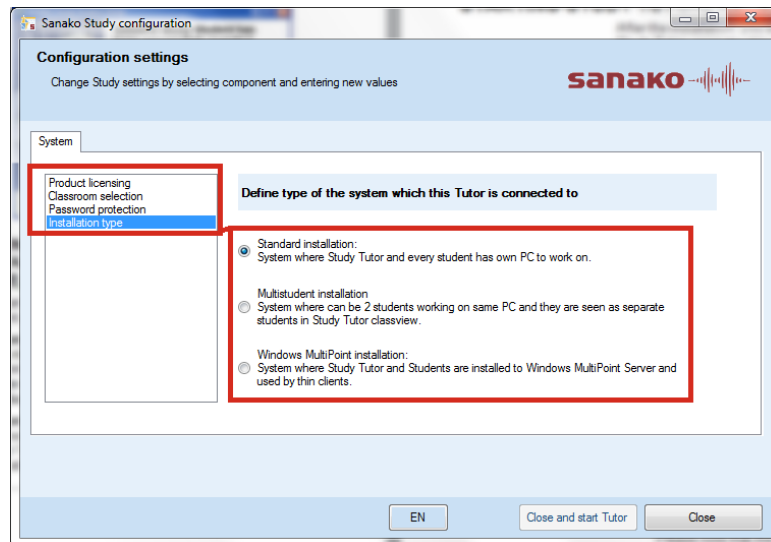


To enable password protection for the Study Tutor application, select **Password protection**, check the **Password protected** option and then click **Change** to enter a new password. This password will then be requested every time the Tutor application is started.



## INSTALLATION TYPE

Teachers and students most often have their own separate computers in a Study setup. However, in case of different configurations where Installation type allows you to define your system configuration in special cases where you either have student pairs sharing workstations or employ shared computing resources in the classroom.



### **Standard installation**

This is the default option in which teachers and students all use their own computers.

### **Multistudent installation**

Select this option if you have two students sharing student workstations.

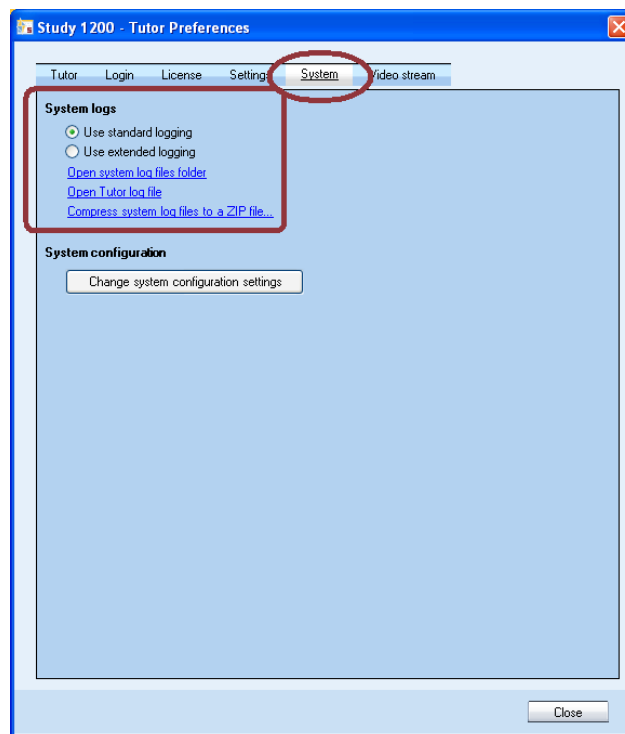
### **Windows MultiPoint installation**

Select this option if the system is installed onto a Windows MultiPoint setup where the teacher and students are connected to the same resource with thin clients.

# STUDY SYSTEM LOGS

## LOG FILE OPTIONS AND TUTOR LOG FILES

The **System** tab in **Study Preferences** allows you to access log files in which Sanako Study automatically makes a record of the activity in the system. You can choose whether to employ **standard logging** or **extended logging**, which creates more detailed log files.

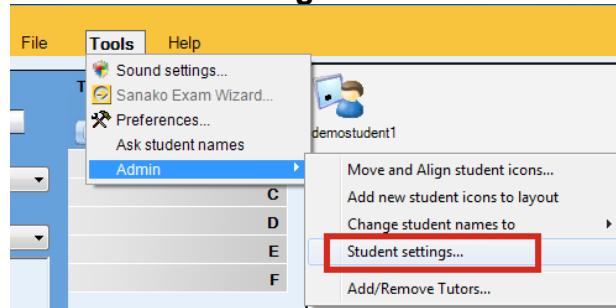


There are also separate student log files recording the activity on each student computer. For instructions on how to access them, see below.

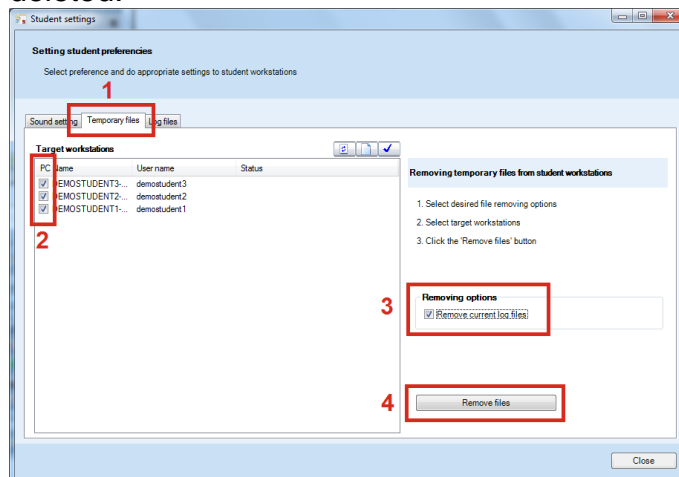
## REMOVING STUDENT LOG FILES

To remove student log files, you need to access the Student settings window. Open the **Tools** menu, select **Admin** and

then **Student settings**.

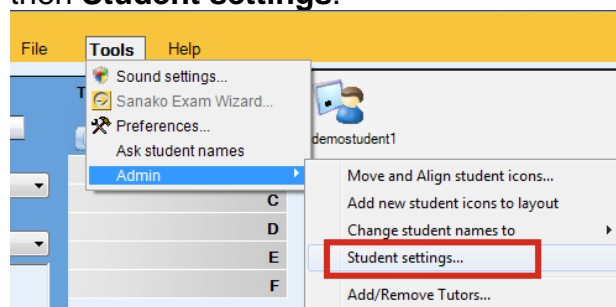


1. In the **Student settings** window, select the **Temporary files** tab.
2. Check the student computers where you want to remove log files, or click  to select all students.
3. Check the **Remove current log files** option
4. Click **Remove files**. The student log files are now deleted.



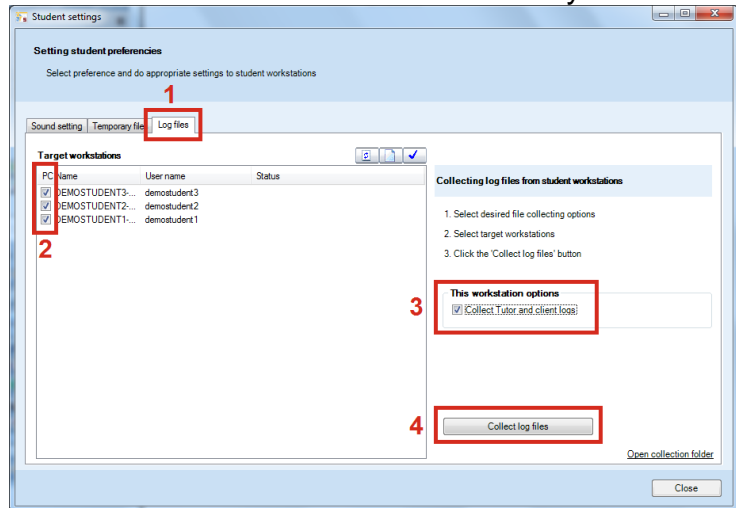
## COLLECTING STUDENT LOG FILES

To collect student log files, you need to access the Student settings window. Open the **Tools** menu, select **Admin** and then **Student settings**.



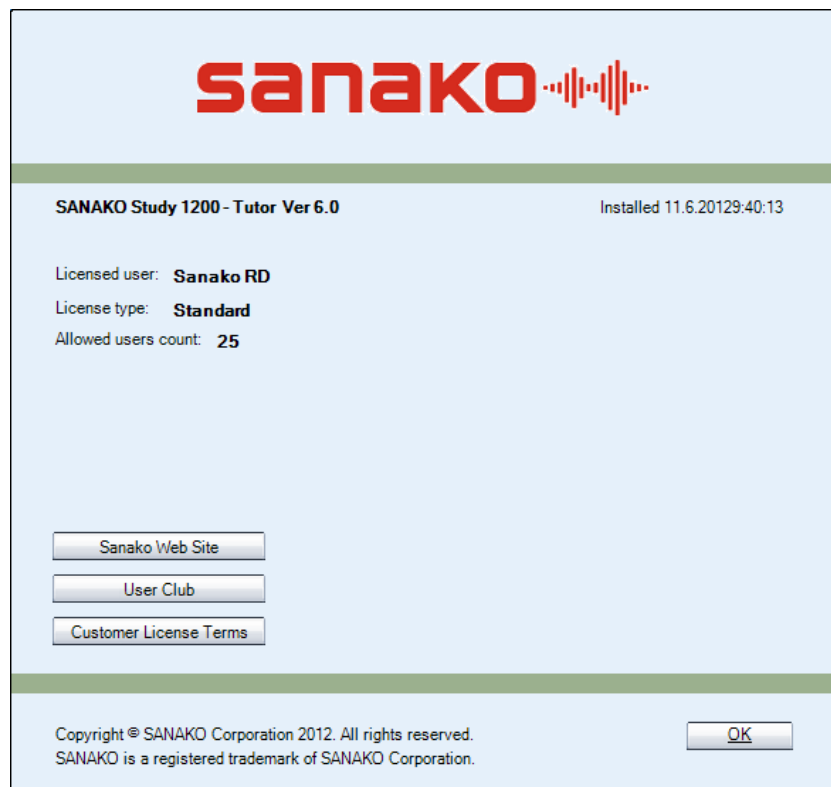
1. In the **Student settings** window, select the **Log files** tab.
2. Check the student computers where you want to collect log files, or click  to select all students.

3. Check the **Collect Tutor and client logs** option
4. Click **Collect log files**. The student log files are now collected to the location defined in Study Preferences.



# VIEWING PRODUCT INFORMATION

Open the Tutor or Student **Help** menu and select **About** to open a window displaying product information, your software version, and the Study modules that you have installed.



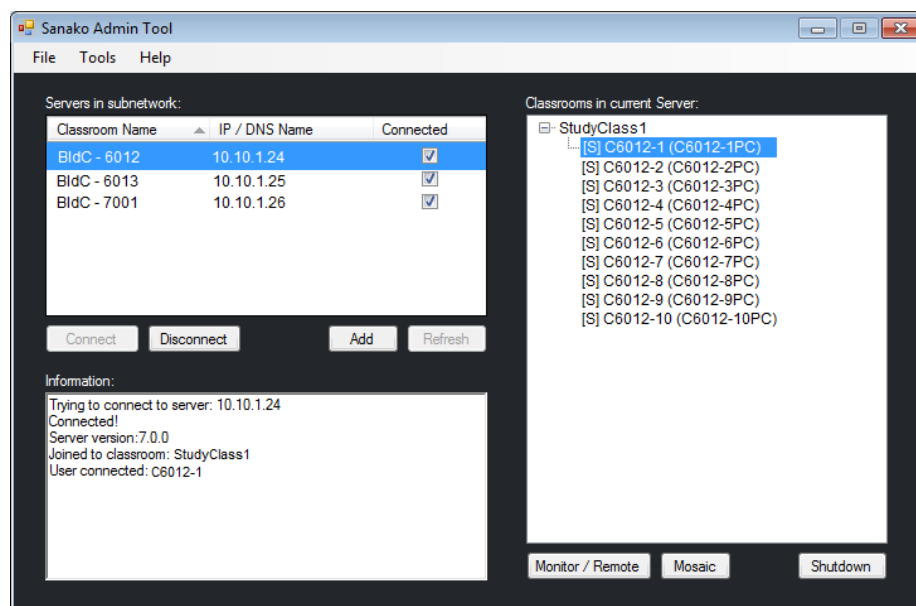


# SANAKO ADMIN TOOL

## WHAT IS ADMIN TOOL?

Sanako Admin Tool is an additional module available for purchase that allows system administrators and IT staff to remotely monitor, control and perform maintenance tasks on Study classrooms and workstations. Admin Tool eliminates the need to physically visit each classroom for administrative and maintenance tasks.

**Note:** Admin Tool is installed with a separate installer found on both the Study download page and the product DVD. Admin Tool also requires a separate software token.



## INSTALLATION OF ADMIN TOOL

Sanako Admin Tool software is available on the Study product DVD and the Study download site.

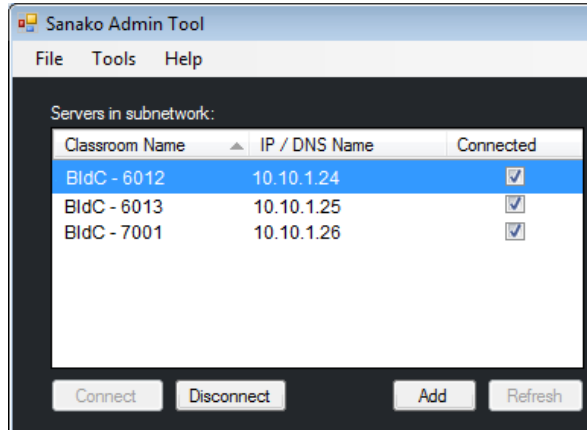
To install Admin Tool, run the **StudyAdminSETUP.exe** file found on the Study DVD and enter your Admin Tool software token information during installation.

Please note that the Admin Tool must be installed in the same subnet as the Study classrooms that will be monitored.

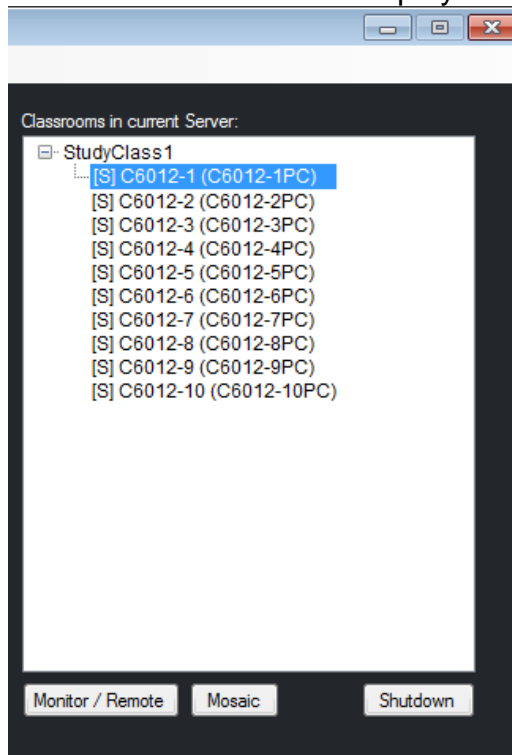
## USING ADMIN TOOL

Admin Tool automatically locates all Study servers installed in the current subnet.

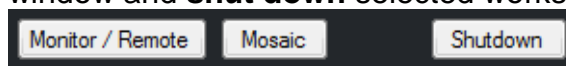
1. Select a server and click **Connect**.



2. The classrooms and computers connected to the selected server are now displayed on the right.



3. You can now select a computer and either **monitor** the computer screen or take **remote control**. You may also view multiple screens simultaneously in a **mosaic** window and **shut down** selected workstations.



# SANAKO STUDY OFFLINE ACTIVATION

## WHAT IS OFFLINE ACTIVATION?

Instead of a printed product license, Sanako Study customers receive a license activation token by email. The token is entered during Study Server software installation to activate the software license. However, the activation process requires that you have an active Internet connection.

In case the computer where you are installing Study Server software does not have an Internet connection, you may complete an **offline activation** process in order to finalize your installation.

**Please note** that part of the offline activation process needs to be performed on a computer with an Internet connection. This computer may be located anywhere.

## WHAT IS REQUIRED FOR OFFLINE ACTIVATION?

- Sanako Study software
- USB flash drive
- Teacher/Server computer (offline)
- Computer with Internet connection (may be located anywhere)

## HOW TO COMPLETE AN OFFLINE ACTIVATION

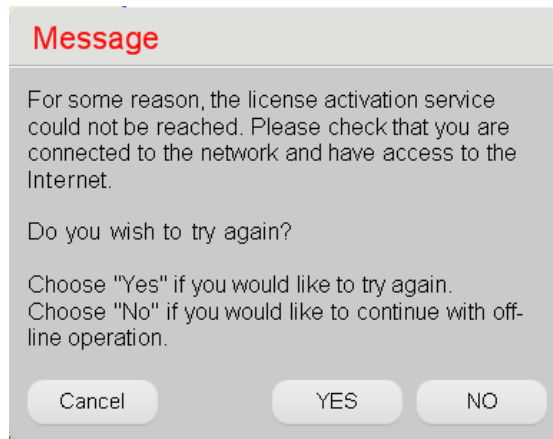
The offline activation process of a Study license has three parts.

- Software installation and creation of a license request file
- User account registration and creation of license activation file

- Activation of Study license token

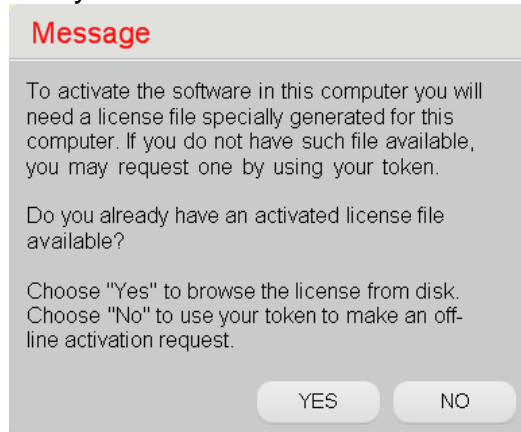
## SOFTWARE INSTALLATION AND CREATION OF A LICENSE REQUEST FILE

1. Start and proceed through Study software installation normally on the offline computer. More detailed instructions are available in the Sanako Study Technical Guide delivered along with your software.
2. During the installation, the installation program will inform you that the computer has no Internet connection and therefore the license could not be activated.



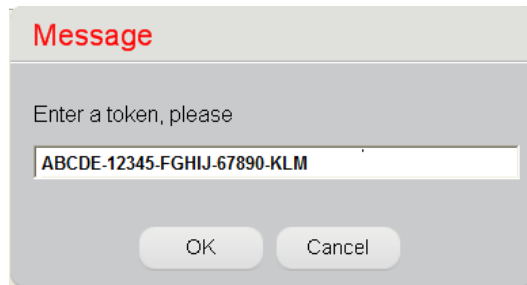
Click **NO** to initiate the offline activation process

3. The program will next ask you if you already have a ready license file or need to create one.

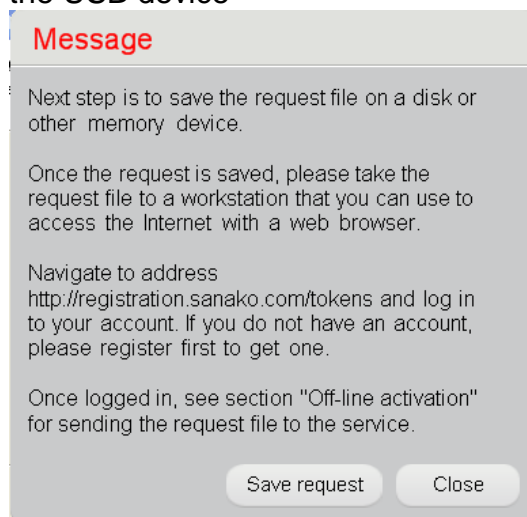


At this point we do not have our license file yet, so click **NO**.

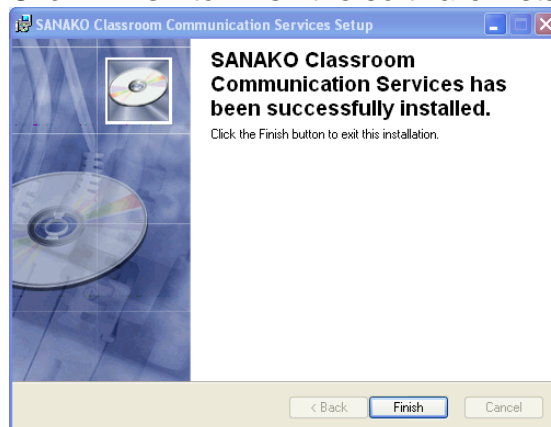
4. Enter your Study license token information and click **OK**.



5. The installation program will now ask you where to save a 'license request (.req) file'. Enter your USB flash drive, click **Save request** and save the file onto the USB device



6. Click **Finish** to finish the software installation



We have now installed the Study Server software and saved a 'license request file' onto a USB flash drive. Before the Study software can be used, you need to register a user account and acquire a 'license activation file'. The next part will explain how this is done.

## USER ACCOUNT REGISTRATION AND CREATION OF LICENSE ACTIVATION FILE

Before the installed software can be used, you need to log on to the Sanako online registration site, create a user account and then use the 'license request file' to download a 'license activation file'.

7. Take the USB flash drive with the 'license request file' to any computer with an Internet connection
8. Open an Internet browser and go to the Sanako registration site at the following address <http://registration.sanako.com/tokens>
9. Click **Registration** to create a Sanako user account

A screenshot of the Sanako login page. The page has a light gray background. At the top left, the word "Login" is written in red. Below it are two white input fields: "Login" and "Password". To the right of the "Password" field is a "Remember me" checkbox and a "Login" button with a red key icon. At the bottom left, there is a blue information icon and a link "Forgot password?". At the bottom right, there is a red-bordered button labeled "Registration".

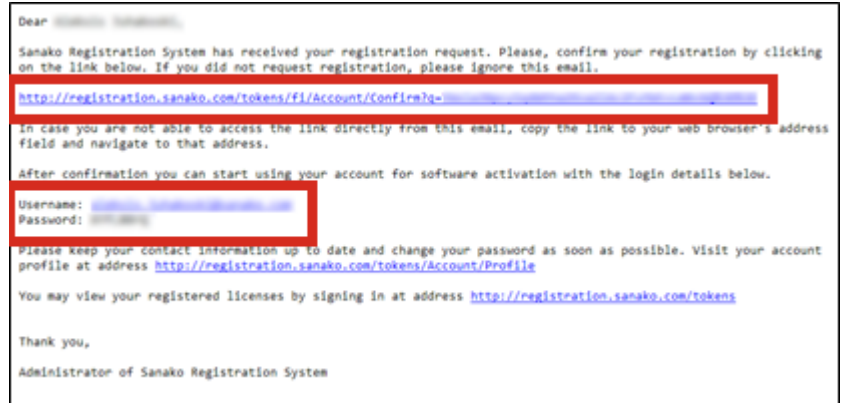
If you already have an active user account, simply enter your details and skip items 10 and 11 in the instructions below.

10. Enter your information in the registration window and then click **Save**

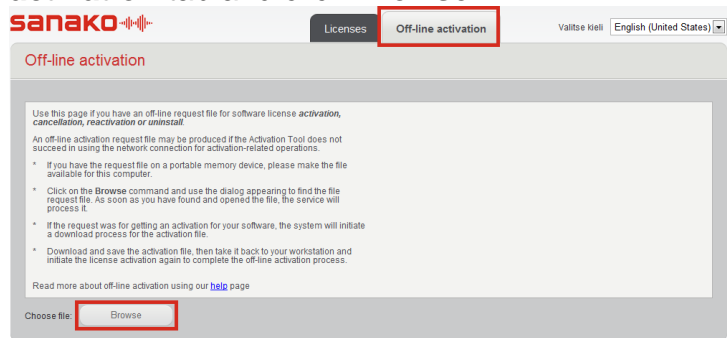
A screenshot of the Sanako registration page. The page has a light gray background. At the top left, the word "Registration" is written in red. To the right, there is a language selection dropdown menu set to "English (United States)". Below this are several input fields: "First Name", "Last Name", "E-mail address" (with a note "It will be used as login name"), "School or institution name", "Street address" (Optional field), "Postal code" (Optional field), "City/State", and "Country" (set to "Finland"). At the bottom, there are two checkboxes: one checked for "I would like to receive Sanako news and product information to the e-mail address specified above" and one unchecked for "I would like to be contacted by Sanako representative". At the very bottom are "Save" and "Cancel" buttons.

11. You will receive your username and password to the email address provided during registration and a link to the login page of the Sanako registration site. Follow the link to the login page to confirm your registration and then log in to the Sanako registration

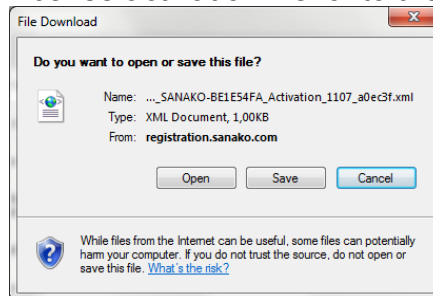
site.



12. In the Sanako registration site, select the **Off-line activation** tab and click **Browse**.



13. Locate and select the 'license request file' on the USB flash drive. The off-line activation tool will now download a 'license activation (.xml) file'. Save the 'license activation file' onto the USB flash drive



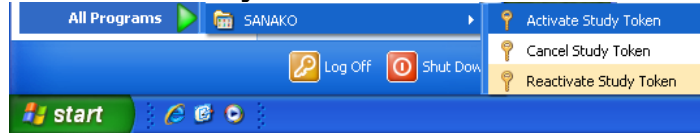
Next, you need to go back to the offline computer where Study Server is installed and activate the license on the computer with the 'license activation file' on your USB device.

## ACTIVATION OF STUDY LICENSE TOKEN

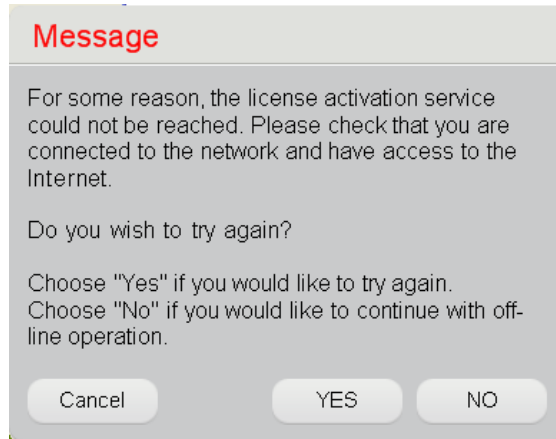
When you have downloaded a 'license activation file' onto your USB flash drive, the final part of the offline activation process is activating the license token on the offline computer.

14. Enter the USB flash drive onto the Study Server computer and select **Start – All Programs – Sanako**

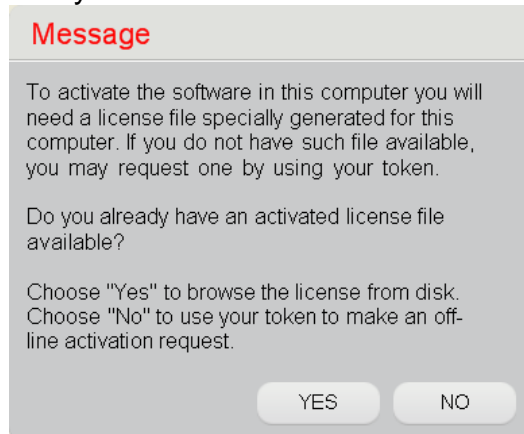
## – Activate Study Token



15. The message informing you that the computer has no Internet connection appears again. Click **NO** to continue with offline activation

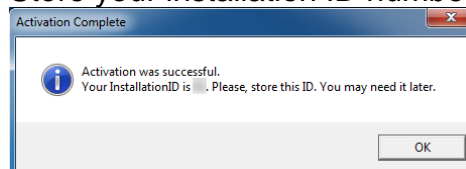


16. The program will next ask you if you already have a ready license file or need to create one.



Click **YES** and then locate and select the 'license activation file' on the USB flash drive

17. You have now completed the offline license activation. Store your installation ID number for later use



When the activation has been completed, you can proceed with Tutor and Student software installations.



# INSTALLING FROM MSI PACKAGES

## PRE-REQUISITES FOR MSI INSTALLATION

If you want to install Sanako Study using MSI packages, please check that the following requirements are met to ensure a successful installation.

Installing Study with MSI packages requires that DirectX 9.0c and Microsoft .NET Framework 2.0 SP2 or later have been installed onto the computer before installing any of the MSI packages.

Additionally, the following packages must also be installed onto the computer to ensure successful execution of the programs:

- mdxredist.msi – Installs DirectX managed extensions
- jsredist.msi – Installs J# version 1.1 runtimes (for XP, Microsoft .NET Framework 1.1 required)
- vjredist.exe – Installs J# version 2 runtimes (for Vista)

The .exe Study installation package includes the above components. If the .exe Study installer is used, only .NET Framework needs to be installed beforehand.

# ADDITIONAL INFORMATION

You can find additional information on the installation and configuring of Sanako Study in the Sanako Study 500, 700 and 1200 Knowledge Bases. These are available in the Support section of the Sanako Web site.

<http://www.sanako.com/Support.iw3>

The Study 500, 700 and 1200 Knowledge Bases include several technical documents that may be useful when installing and configuring your Study system:

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